

**REPORTS TO:** *Vice President, Non-Profit Services*

**CLASSIFICATION:** *Full Time*

## **Introduction**

Aspiring to maximize the power of giving, Ignite Philanthropy works with private donors and non-profit organizations to leverage their ideas and resources to achieve greater impact in the communities they serve. Ignite Philanthropy serves all aspects of the philanthropic and non-profit sector—from individuals, companies and foundations seeking to organize and improve their philanthropic giving, to non-profits looking for an experienced fundraising or strategy partner to raise capital to accomplish their mission. For its non-profit clients, Ignite Philanthropy provides fundraising and strategic consulting services including campaign management, organizational assessment, revenue modeling, strategic planning and board development.

## **Summary**

Ignite Philanthropy's Non-Profit Services Division seeks a team member to assist with creating fundraising messaging platforms, communications materials, persuasive solicitation correspondence, project copy and other public/donor-facing materials for Ignite Philanthropy's non-profit clients. The Communications Associate will support the Non-Profit Services Division's client teams by providing communications and messaging support and creating solicitation and pitch materials. This is a client/donor facing position (30%) that will include interactions with various levels of client staff, board members and donors, as well as an internal position (70%).

## **Primary Duties**

- Develop messaging for Non-Profit Services fundraising projects
  - Work with Non-Profit Services team and client to develop messaging platform
  - Write and create campaign case statements and pitch decks
- Develop communications content and create client deliverables for Non-Profit Services clients, such as solicitation letters, presentation decks, reports and copy for brochures and posters
- Contribute, as requested, to grant writing activities by assisting with project or campaign messaging copy
- Provide additional assistance to Non-Profit Services projects as requested by Vice President, Non-Profit Services

## **Skills and Attributes**

The Communications Associate will have the following strengths and attributes:

- Ability to understand and anticipate next steps in complex processes.
- Ability to create public/external-facing work that requires minimal revision or oversight.
- Keen attention to detail and ability to deliver work of the highest quality.
- Desire and ability to work in a team environment to achieve objectives and to effectively anticipate client needs.
- Organizational skills and ability to balance demands of many client projects at the same time, while still reaching internal and external deadlines and goals.

- An adaptive/entrepreneurial mind-set—the ability to think creatively about how to solve problems, overcome obstacles and ultimately find the successful path to the desired outcomes.
- A bachelor's degree in Communications, Journalism, Media, Public Relations, Marketing or similar communications-focused major or equivalent experience.
- 3-5 years of experience producing public or external facing communication pieces.
- Demonstrated knowledge of or experience in the non-profit or philanthropic sector, with an emphasis on experience in development or institutional advancement, is desired.
- Experience with creating professional communications pieces in Microsoft Office products (PowerPoint, Word and Excel) is required. Experience with Adobe creative suites is a plus.

## **Salary & Benefits**

- Salary commensurate with experience
- Competitive benefits package including paid vacation, health insurance and retirement contribution match after 1 year of employment

Ignite Philanthropy is fully committed to equality of opportunity in all aspects of employment. It is the policy of Ignite Philanthropy to provide equal employment opportunity to all employees and applicants without regard to race, color, religion, national or ethnic origin, military status, veteran status, age, gender, gender identity or expression, sexual orientation, genetic information, physical or mental disability or any other protected status.

Submit Cover Letter, Resume and two samples of professional writing or communications work to Allison Kendall, Vice President, [akendall@ignitephilanthropy.com](mailto:akendall@ignitephilanthropy.com) by 5:00 pm on **Wednesday, September 13, 2017**. Applications will be reviewed on a rolling basis.