



POSITION: Development & Communications Manager
REPORTS TO: President & CEO

THE ORGANIZATION:

Entrepreneur Works Fund is a non-profit, certified Community Development Financial Institution (CDFI) that creates pathways of opportunity for talented yet underserved entrepreneurs. businesses and creating jobs in the Philadelphia metropolitan area. Our mission is to cultivate and promote successful entrepreneurs among underserved populations and in underserved areas of the region – entrepreneurs who then become economic engines in their own communities by growing small businesses and creating jobs. By connecting hundreds of entrepreneurs each year with access to capital (microloans), one-on-one technical assistance, business training and networking opportunities, Entrepreneur Works Fund helps promising individuals develop greater economic self-sufficiency and create job opportunities through business ownership.

Since 1998 Entrepreneur Works has impacted approximately 5,000 entrepreneurs and advanced more than 450 microloans, investing a total of more than \$1.7 million directly into neighborhood businesses. At least 79% of our clients identified as members of a racial minority, while 66% resided in low- to moderate-income households and 64% were women in our Fiscal Year 2017.

POSITION SUMMARY

The Development and Communications Manager plays a key role in implementing the organization's fundraising strategies with the goal of expanding and diversifying our funding base among government agencies, corporations, foundations and individual donors.

POSITION REQUIREMENTS

This position requires an exceptional communicator who can work well with a diverse group of stakeholders, thrives in dynamic, multi-cultural settings, and is passionate about entrepreneurship, economic and social justice. Candidates should have experience working independently, comfort managing their own projects, the ability to quickly learn and are confident offering new ideas.

PRINCIPAL RESPONSIBILITIES

Resource Development:

- Crafts, edits, and submits grant proposals and progress reports to federal, state, and local government funders, as well as private foundations and corporate contributors.
- Prepares sponsorship, donor request, and thank-you letters to individual and corporate contributors.
- Manages all aspects of annual appeal campaign (direct mail and online giving) geared toward individual donors.
- Researches and investigates prospective new corporate, foundation, and government funders.
- Works with President & CEO to develop and implement new fundraising strategies, with a focus on reaching out to new categories of individual and corporate donors.
- Coordinates regular meetings of Board-level Resource Development and Special Events committees.
- Leads planning, sponsorship outreach, and coordination for annual fundraising event.

- Prepares special reports and presentations as requested by the President & CEO.

Communications

- Oversees weekly and monthly e-blasts and other regular digital communications featuring resources and information for clients, funders, and other key stakeholders.
- Manages Entrepreneur Works' website (redesigned and launched in May 2016).
- Ensures consistent branding and messaging across all communications platforms.
- Updates program fact sheets, writes client success stories, and assembles other information as needed.
- Cultivates and circulates to local and national media contacts re: organizational activities and events, as well as op-eds and client success stories. Writes Letters to the Editor on behalf of organization.
- Attends and participates in Board and Executive Committee meetings; prepares meeting minutes.
- Coordinates meetings of Board-level Communications committee.
- Recruits and supervises Communications interns and volunteers.
- Manages annual data collection process and summer intern to conduct client outcomes surveys.

QUALIFICATIONS:

- Minimum of a B.A. degree and 2-3 years of relevant work experience required.
- Proven excellent written, verbal and interpersonal communications skills required.
- Experience in grant writing for nonprofits and event planning required. Experience with media relations preferred.
- Proven proficiency in MS Office Suite and Salesforce required
- Graphic design skills (i.e. InDesign, Photoshop) a plus.
- Demonstrated interest in microfinance, entrepreneurship development, and working with diverse and underserved populations.
- Savvy with web-based media, social media platforms, content management systems, and customer relationship management systems.

SALARY: Salary commensurate with experience, plus full benefits package.

APPLICATIONS DUE: December 15, 2017

START DATE: January 2018

TO APPLY: Please send cover letter and resume via e-mail (with "Development & Communications Manager" in the Subject Line) to Leslie Benoliel (lbenoliel@entre-works.org). No phone calls please.