



Job Announcement

Title: **Development Communications Manager**
Department: **Development**
Reports To: **Chief Development Officer**
Status: **Full-Time, Exempt**

Shanti is a San Francisco based non-profit that builds human connections to reduce isolation and improve quality of life.

OUR HISTORY: For 45 years, Shanti has been cultivating compassion in our community. Founded in 1974 by Dr. Charles A. Garfield at the UCSF Cancer Institute, Shanti was one of the first volunteer organizations in the United States to provide support to people with life-threatening illness. From our earliest days, Shanti has shined a light on the invisible suffering that accompanies illness and isolation. And we have called on the community to be the difference between zero and one—the difference between facing life’s most difficult challenges alone or with one person by your side.

POSITION SUMMARY: The Development Communications Manager will have the exciting opportunity to increase the visibility of Shanti Project by collaboratively developing and executing communication strategies and by steering storytelling, which demonstrates Shanti’s impact in the community. Working as part of the Development Team, this role will manage multiple print and digital publications, maintain and further develop our social media presence, and play a pivotal role in our fundraising campaigns. The Development Communications Manager will ensure that Shanti Project is viewed as a pioneering nonprofit that honors human dignity and cultivates compassion.

PRIMARY DUTIES:

- Collaborate with the Chief Development Officer to develop and implement an integrated strategic development marketing and communications plan for Shanti.
- Manage writing, project budgets, production, design, and distribution of a variety of publications and collateral materials.
- Coordinate collection of content for use across multiple channels and platforms.
- Manage Shanti’s social media channels, including PAWS sub-brand, with consistent monitoring and publishing of impactful content that engage audiences.
- Manage regular content updates on the organization’s website.
- Collaborate with the Special Events Manager to coordinate special event-related communication materials.
- In partnership with the Deputy Director of Development, brainstorm, draft, and produce donor materials including appeals.
- Manage the development, distribution, and maintenance of print and electronic publications including, but not limited to annual impact report and quarterly e-newsletters.
- Manage all media contacts.

SECONDARY DUTIES:

- Actively participate in Development Team Meetings.
- Support development events as needed.
- Serve as an ambassador for Shanti.

QUALIFICATIONS/REQUIREMENTS: We seek highly qualified candidates with as many of the following areas of knowledge, ability, skills and experience as possible:

- Minimum of 3-5 years of communications experience, ideally at a nonprofit organization, and covering areas such as website content, newsletters, and donor communications.
- The ability to take knowledge and transform it into exciting and useful messages, and disseminate it to the right audiences through the best distribution channels.
- Excellent writing/editing and verbal communication skills.
- Ability to manage a variety of key initiatives concurrently.
- Maturity and leadership with the ability to contribute to communications discussions at both the strategic and tactical levels.
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters.
- Ability to work independently, and entrepreneurial,
- Strong software skills including knowledge of Adobe Creative Cloud.

COMPENSATION/BENEFITS: Shanti offers a competitive non-profit salary and comprehensive benefit package, including multiple fully covered medical options as well as dental and vision. Other benefits include life insurance, long term and short-term disability, chiropractic/acupuncture, Employee Assistance Program and Identity Theft Protection. A 403B saving plan is also available to all employees regardless of FTE status.

Shanti allows for flexible schedules as well as promotes a culture of self-care for all our employees. In the first year of employment, employees earn 90 hours of sick time and 112.5 hours vacation annually and begin accruing sick time and vacation time starting their first day of employment with no waiting period (i.e. you can use as you accrue). Employees also receive 2 personal days annually as well as 15 paid holidays.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work at a desk for an extended period of time.

EQUAL OPPORTUNITY: Shanti is an equal opportunity employer that supports and lives diversity in our staffing and values. Shanti complies with applicable federal, state, and local laws governing nondiscrimination in employment. We actively encourage and seek qualified candidates from people of all backgrounds.

APPLICATION PROCESS: To apply, please send a resume and a cover letter to Charlie Meade at cmeade@shanti.org. Please no phone calls.