



RAIN CITY ROCK CAMP IS SEEKING A DEVELOPMENT & COMMUNICATIONS MANAGER

FULL TIME ⚡ SALARIED ⚡ EXEMPT ⚡ REPORTS TO EXECUTIVE DIRECTOR

ORGANIZATIONAL OVERVIEW

Rain City Rock Camp, based in Seattle, encourages positive self-esteem in girls and gender non-conforming youth through music education programs. **Each year approximately 300 youth participate in our programs, and over 150 volunteers donate over 7,000 hours of time and services.** Our staff is a small and collaborative team that values and seeks diverse team members who are passionate, innovative, flexible, professional, fun, responsible, and solution-oriented. RCRC recently won BECU's Member Volunteer of the Year Award, and we are proud of our loyal and engaged community of volunteers and donors.

ROLE OVERVIEW

THE DEVELOPMENT & COMMUNICATIONS MANAGER IS RESPONSIBLE FOR:

- 1 Fund Development**
- 2 Communications and Marketing**
- 3 Community Engagement & Program Support**

JOB SCOPE

THE DEVELOPMENT & COMMUNICATIONS MANAGER POSITION

Rain City Rock Camp is seeking its first Development & Communication Manager to further our strategic goals and mission of the organization. The position will focus on: individual & corporate gifts, planning of annual gala, donor data management, communications & social media strategy, outreach strategy for campers and volunteers as well as advertising and marketing strategies. The successful candidate will be joining a team of awesome co-workers in a casual setting, sometimes at camp, and most of the time in our small office. The ideal candidate has some experience in these key areas and thrives in an all-hands on deck team culture. RCRC has been operating for over 10 years and has served thousands of young people learning how to rock as well as learning about their power as people on this planet. Our organization is growing, and we need a new member of the team to focus on the external communications to our donors, volunteers, parents and the public and grow the support of RCRC so we can achieve all of our big goals.



POSITION RESPONSIBILITIES

1 FUND DEVELOPMENT

ANNUAL FALL GALA & AUCTION

- ⚡ Lead planning and execution of our annual fall gala & auction
- ⚡ Develop and implement event production plan for an auction and gala with 300 attendees, including all vendor coordination, event logistics, and program development
- ⚡ Manage the Gala Committee's volunteer-led activities around procurement, event design, and audience development
- ⚡ Develop all communications materials for the event, including copy for auction catalog
- ⚡ Manage event logistics the night of the event

CORPORATE DONORS

- ⚡ Steward corporate engagement and relationships
- ⚡ Cultivate and recruit sponsors
- ⚡ Build and sustain corporate sponsorship program that has several programmatic and event touch-points
- ⚡ Coordinate vendors and in-kind donations

INDIVIDUAL GIFTS

- ⚡ Develop & oversee individual giving program
- ⚡ Collaborate with the Executive Director, Board of Directors, staff, and committees to steward donor relationships
- ⚡ Prepare online and social media appeals and track progress on goals
- ⚡ Provide excellent customer service for donors and respond promptly to all inquiries
- ⚡ Maintain accurate and complete development and donor data

GRANTS

- ⚡ Coordinate with grant writer to maintain grants calendar, update grants language, and ensure grants are properly submitted
- ⚡ Collaborate with staff for needed narrative, reports, and site visits
- ⚡ Establish and maintain relationships with RCRC grantors to build grants program

2

COMMUNICATIONS

COMMUNITY PARTNERSHIPS

- ⚡ Meet with potential community partners and volunteers
- ⚡ Coordinate partner events and performances by RCRC bands in partnership relationships

MARKETING & OUTREACH

- ⚡ Build a multi-platform communications strategy to market programs to recruit diverse camper and volunteer base amongst direct service partners, participants, vendors, sponsors, and other key stakeholders
- ⚡ Develop and execute advertising and marketing strategies including press releases, advertisements and TV/radio appearances
- ⚡ Use social media data and analytics to make key-decisions about communications and outreach priorities and strategies
- ⚡ Recruit local musicians to both volunteer and perform at Summer Programs and benefit shows
- ⚡ Manage annual Community Outreach and Marketing budget
- ⚡ Support staff in ensuring all programs and events are well publicized, meet participation goals and that communications reflect the RCRC brand
- ⚡ Serve as RCRC's primary copy writer, producing e-newsletters, web content, marketing materials, website content, and regular social media content
- ⚡ Collaborate with graphic designer to build a comprehensive graphics suite for events and additional marketing materials as needed
- ⚡ Represent RCRC at special events

3

COMMUNITY ENGAGEMENT & PROGRAM SUPPORT

- ⚡ Collaborate on in-person interviews of volunteers, and/or supports Administrative Coordinator in these tasks
- ⚡ Assist in coordination of volunteer appreciation events
- ⚡ Assist with the creation and implementation of volunteer training
- ⚡ Assist with Summer Programs workshop planning, including interviewing potential workshop leaders and guest bands
- ⚡ Supports the food team at Ladies Rock Camp and Summer Programs, including the procurement of food donations
- ⚡ Assist the Administrative Coordinator in the effort to create, review, implement and revise programs to effectively recruit and retain volunteers, including activities and events aimed at our volunteer constituents

QUALIFICATIONS

REQUIRED KNOWLEDGE, EXPERIENCE & SKILLS

- ⚡ Strong event, project management, strategic planning, and coordination skills
- ⚡ Ability to communicate effectively verbally and in writing
- ⚡ Experience in Fundraising
- ⚡ Clear understanding of the core concepts of marketing and a high level of familiarity with social media (Facebook, Twitter, Instagram, LinkedIn)
- ⚡ Experience working with CRM databases or willingness and ability to learn new technology

- ⚡ Demonstrated relationship-building skills to cultivate networks
- ⚡ Proven commitment to racial equity and social justice advocacy
- ⚡ Ability to lead diverse teams and to facilitate community problem solving
- ⚡ Highly organized and detail-oriented
- ⚡ High level of dependability and reliability

- ⚡ Successful experience with collaborative leadership
- ⚡ Ability to respond positively to feedback and a willingness to resolve conflict
- ⚡ Ability to independently travel to multiple work/meeting sites
- ⚡ Availability to work some evenings and weekends throughout the year, with increased need during summer programming in July and August

PREFERRED KNOWLEDGE & EXPERIENCE

- ⚡ Planning and execution of nonprofit auctions and galas
- ⚡ Individual major gift solicitations
- ⚡ Experience with the following software and applications is a plus: *Salesforce, Stripe, Microsoft Office, Google Apps, SchoolAuction or other auction software*

OTHER DESIRABLE QUALITIES

- ⚡ Seasoned visionary leader, who works well in a team
- ⚡ Creative thinker who can develop non-traditional solutions
- ⚡ Strong facilitation and collaboration experience
- ⚡ Experience in working effectively with communities who face high barriers
- ⚡ Ability to function at a high level with competing deadlines
- ⚡ Current or past experience as a working musician

BENEFITS

COMPENSATION/CLASSIFICATION:

- ⚡ Salaried, exempt
- ⚡ Pay range \$ 45,000-50,000 annually, DOE
- ⚡ 100% employer sponsored health, dental & vision insurance
- ⚡ 10 paid holidays
- ⚡ 10 days of vacation, 10 days of sick annually
- ⚡ Annual professional development budget
- ⚡ All RCRC merch at cost and access to our musical instruments for loan during non-programming times

HOW TO APPLY

Please visit our website at www.raincityrockcamp.org for more information about RCRC. Email your resume, cover letter, and contact information for three references to natalie@raincityrockcamp.org. Position is open until filled. People of color are strongly encouraged to apply. RCRC is an Equal Opportunity and queer-friendly employer.

Your cover letter should speak specifically to your experience with: event management, organizational skills, communications, and relationship building with donors. Your letter should also include a brief statement on how your professional and/or lived experience will contribute to RCRC's value of building a diverse and welcoming community.

The deadline for applications is May 28th, 2019. We will contact you if you are invited to an initial conversation; we cannot commit to responding to inquiries regarding the status of your application.

Our office is located in the Central District in Seattle. **Ideal Start date: June 30th.**

