



JOB DESCRIPTION

Communications & Development Manager

OVERALL ROLE

The Southeast Asia Resource Action Center (SEARAC) seeks a dynamic full-time Communications & Development Manager to support our vibrant communications and fundraising strategies to amplify SEARAC's presence and build organizational capacity to expand and sustain SEARAC's work.

The ideal candidate will have a proven ability to produce exceptional communications materials for diverse audiences, and to execute a growing fundraising strategy, including foundation, corporate, and grassroots fundraising efforts. They will also have experience developing long- and short-term strategic goals and objectives, exceptional written and verbal communication skills, attention to detail, and organizational skills.

The Communications & Development Manager works closely with all staff members (from administrative staff to policy staff) on intersecting areas of communications and fundraising. This position reports to the Director of Communications and Development and is a critical member of SEARAC's growing communications team.

SEARAC's office is headquartered in Washington, DC with a satellite office in Sacramento, CA. This position is remote but ideally based in the Washington, DC -metro area California, or Pennsylvania. Exceptional candidates will be considered in other locations.

ABOUT SEARAC

Founded in 1979, SEARAC is a national civil rights organization whose mission is to empower Cambodian, Laotian, and Vietnamese American communities to create a socially just and equitable society. As representatives of the largest refugee community ever resettled in the United States, SEARAC stands together with other refugee communities, communities of color, and social justice movements in pursuit of social equity.

SEARAC is a leading national advocacy voice on issues that deeply affect the Southeast Asian American community. Our advocacy is grounded in deep community engagement with community partners and individual advocates, as well as in solidarity with other communities of color and social justice movements.



MAJOR RESPONSIBILITIES

Communications

- Work in close partnership with SEARAC's Director of Communications and Development to implement SEARAC's external communications strategies to increase the visibility and reach of SEARAC's work through digital media, including but not limited to statements, press releases, newsletters, social media, and blog posts.
- Lead the creation of SEARAC's graphics and other marketing materials.
- Manage SEARAC's digital strategies, including website and listserv updates and maintenance
- Work in close partnership with SEARAC's policy and field teams to identify and implement communications strategies directly related to SEARAC's policy advocacy and mobilization, including digital campaigns.
- Represent SEARAC in communications coalitions.

Resource Development

- Work with Director of Communications and Development to execute overall development strategies including foundation, corporate, and grassroots fundraising.
- Execute donor engagement strategy to promote renewal.
- Support the development of the annual report and peer-to-peer fundraising campaigns.

Staff Management

- Manage volunteers and interns as needed.

Other

- Work with other SEARAC staff and board members in support of SEARAC's overall mission.
- The Communications & Development Manager may have other duties as specified by the Executive Director.

DESIRED EXPERIENCE/SKILLS

- Minimum 3 years of experience in communications and/or development, preferably in a team lead role.
- Able to apply creative thinking, while being persistent, motivated, and energetic, along with the ability to work in a detail-oriented fashion.
- Excellent organizational skills, with the ability to prioritize work appropriately and adapt easily to changing priorities.
- Superior verbal and written communication abilities.
- Demonstrated ability to work effectively across diverse stakeholders.
- Graphic design experience in Canva and Adobe suite strongly preferred



EDUCATION

BA in communications, development, public policy or administration, social sciences, or other relevant fields. An equivalent combination of education and experience may be accepted as a satisfactory substitute for the specific education and experience listed above.

COMPENSATION

Salary range \$60,000 - \$70,000 dependent upon experience. Strong benefits package including medical insurance, 403(b) retirement fund with match of up to 3% of an employee's annual salary, 8-week sabbatical leave upon completion of 5 years of employment, and 4-day / 32-hour work week.

APPLICATION DEADLINE

Priority deadline: May 11, 2021

Preferred start date: June 1, 2021

APPLICATION PROCESS

Those interested in this position may apply by submitting a letter of interest, a current resume, and a brief writing sample (preferably fundraising or media-related, and no more than 3 pages). Electronic application packages are encouraged and should be sent in **PDF or MS Word format**. Please include *"Communications & Development Manager"* in the subject line of emails. Note: For positions where an internal candidate(s) exist, it is our policy to interview internal candidates prior to interviewing external candidates.

Please address all application materials to:
Southeast Asia Resource Action Center (SEARAC)
1628 16th Street, NW | Washington, D.C. 20009
E-mail: application@searac.org