



## Grants & Development Communication Manager (GDCM)

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Job Title:	Grants & Development Communication Manager (GDCM)
Department:	Development
Reports to:	Associate Director of Development
Salary Range:	\$70,000-\$85,000
Location:	San Francisco and hybrid/remote

### About Tawonga

Tawonga's mission is to provide educational and recreational programs for children, adults and families that foster self-esteem, inclusive community, connections with nature, a commitment to justice, and a positive Jewish identity. We run programs at our residential campsite next to Yosemite National Park and in the Bay Area, serving over 5,000 people a year.

### About Camp Tawonga's Culture

At Camp Tawonga, we are a caring, collaborative, joyous group of professionals who take great pride in fulfilling our mission and having fun while doing it. We have deep respect for our community, the children and the families who participate in our programs; for nature and the physical world; and for the Jewish value of "tikkun olam" – repairing the world. Our team has taken many different paths to arrive at Tawonga, from growing up as campers at Camp to being brand new to working at a summer camp or even a nonprofit. We are a Jewish organization, and we welcome and are inclusive of all staff and community members, Jewish and non-Jewish alike. We are committed to JEDI (justice, equity, diversity and inclusion) and the ongoing reflection, learning and action required to be aligned with these values and create and sustain a race equity culture.

### Job Purpose and Description

The Grants & Development Communication Manager plays a pivotal role within our Development and Communications Teams. Reporting to the Associate Development Director, this position is dedicated to expanding institutional fundraising efforts by identifying and securing grants, completing grant applications, stewarding grant funders and submitting reports with input from leadership staff. The primary responsibility involves securing grants from foundations, individuals, and government agencies aligned with Tawonga's mission, and crafting compelling development communications for both annual and capital campaigns. The Grants & Development Communication Manager contributes significantly to our organization's revenue growth and supports the overall mission of Tawonga through effective grant acquisition and impactful communications.

## **Essential Duties and Responsibilities**

### **Grants**

- Responsible for securing \$800,000+ in grants per year and overseeing the overall grants process
- Write grant proposals and reports with input from Finance and Program Departments
- Research new grant opportunities to expand foundation funders
- Stay current on ongoing grant opportunities and requirements, collect content for grants, organize a system to manage pipeline, track deadlines and deliverables, and manage submissions with support from the Development Coordinator & Database Administrator

### **Annual Campaign Communications**

- Work collaboratively with the Associate Development Director on strategy and write compelling segmented annual appeal letters and emails, donor proposals and reports
- Partner with the Development and Communications team to write all donor communications, including impact report content, acknowledgement letters, quarterly donor updates, website copy and more

### **General Communications**

- Compose articulate and engaging first-person communications on behalf of Camp Tawonga's CEO, as needed
- Partner with the Senior Director of Communications & Digital Strategy in writing key global communications
- Be available some evenings and weekends during summer camp to manage communications if needed after hours

### **Other Duties**

- Attend summer camp bus departures and returns on weekdays and weekends as required by Tawonga during the summer season, helping with pick-up and/or drop-off and fostering positive community relations
- Support organization and donor relations, as needed, including picking up parent phone calls during registration season, working at some holiday programs and attending a family camp

### **Professional Development**

- Research and participate in relevant, ongoing, continuous professional development as it pertains to the role and/or business needs (e.g., training materials, coursework, webinars, etc.)

## **Training, Experience, Skills, and Qualities**

### **Required**

- Excellent written communication skills and ability to tell compelling stories
- Proven track record of successful grant-writing and donor communications
- Proficient in Microsoft Office, including Word, Excel, Powerpoint and Google Suite (Gmail, Drive, Docs, Sheets, Forms, etc.)

- Commitment to supporting Tawonga's efforts to promote justice, equity, diversity and inclusion in all programs

### **Preferred**

- Experience and competence with Raiser's Edge software
- Experience with nonprofits is a plus
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Ability to take and implement feedback
- Strong analytical and problem-solving skills
- Ability to work independently and make appropriate decisions in routine situations

### **Software**

This position will heavily use the following types of software:

- Microsoft Office/Google Suite
- Gmail and Google Calendar
- Raiser's Edge/NXT

### **Physical Demands**

The physical demands listed below are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations will be made that enable people with disabilities to perform the essential functions:

- Typing, writing, reading, hearing and speaking
- Use of hands and fingers to operate office equipment, especially a computer
- Standing, walking, kneeling and frequent sitting with some lifting up to 30 pounds

### **Worksite**

- This role is a remote/hybrid position. Camp Tawonga will provide a company laptop, mouse, keyboard and reasonable accommodations as needed to ensure the employee can work from home.
- Tawonga's year round team currently works mostly remotely with a few days in the SF office per month, trips to our Groveland site a few times per year and occasionally attending local programs.

### **Other duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties and/or responsibilities that are required of the employee for this job. Job duties, responsibilities and activities may change at any time with or without notice based on the needs of Camp Tawonga.

### **Compensation and Benefits**

This is a full-time, exempt, and benefited position. The pay range for this position is \$70,000-\$85,000 depending on experience. Camp Tawonga offers a competitive compensation package which includes medical, dental, life insurance, retirement with company match and contribution, and paid sick and

vacation leave.

### **Equal Opportunity Employer**

Camp Tawonga is an Equal Opportunity Employer, values diversity and is committed to being an equitable and inclusive environment for all employees. We are committed to building a team that represents a variety of backgrounds, perspectives and skills, and to hiring people of color, LGBTQ+ individuals and women. All employment is decided on the basis of qualifications, merit and organizational need.

### **To Apply**

To ensure consideration, please submit a resume and cover letter explaining your qualifications for and interest in the position. Please send your applications to [kevin@tawonga.org](mailto:kevin@tawonga.org) with "Grants & Development Communication Manager (GDCM)" in the subject line. We will be accepting applications on a rolling basis, and we aim to have our ideal candidate start in mid-January 2024.