



## DESCRIPTION

Rancho Cielo is a growing, vibrant and fast-paced organization. We have a powerful Board of Directors and a competent staff working on an important issue – youth development, education and workforce development – with young people who often have few other options.

### Grants and Communications Manager

### Exempt, Regular Full-time

The Grants and Communications Manager is responsible for meeting all grant deadlines, finding and applying to new sources of funding; writing compelling content across all media, internal and external; representing Rancho Cielo in the community. The position is part of a development team, with whom s/he works very closely. Key characteristics of the successful candidate include flexibility, creativity, writing ability and strategic thinking. Must be a “do-er;” our culture demands it.

### Supervised by the CEO

**Supervises volunteers and interns as appropriate**

Examples of Essential Duties:

#### Grant Writing and Management (70%):

- Oversee the research, development and timely preparation of grant proposals and reports.
- Develop and execute an annual strategy for foundation, corporate, and government grant writing.
- Collaborate with agency staff to obtain necessary data, information, and materials for proposal content
- Maintain and manage the grant tracker, meeting all deadlines.
- Add new sources of funding to the grant portfolio annually.

#### Communications (30%):

- Oversee the creation and implementation of an annual marketing and public relations plan.
- Develop communication strategies and manage the creation of content for collateral materials including the website, social media, newsletter, donor and promotional materials, mail appeals, mass e-mails.
- Produce marketing and related promotional materials (e.g. annual reports, press and media releases, etc.).
- Oversee all external messaging, ensuring consistent branding and with the CEO, approve all agency collateral. Lead public relations strategy to increase visibility and attract new support.
- Promote the Rancho Cielo brand and mission at external events as needed (in partnership with other agency program and development staff).
- Provide a credible and informed presence for Rancho Cielo in the community.
- Grow the donor database mailing list; grow the email mass mailing list.
- Strategically schedule speaking engagements for RC Founder, CEO, Board Chair (create a Speakers' Bureau) to maximize RC's exposure to key segments of the community.

- Lead efforts to secure traditional and digital media coverage in local, regional, and national media.
- Manage photo library, communications archives, other related databases.

Qualifications and Requirements:

- Bachelor's Degree Required
- Commitment to Rancho Cielo's mission
- Strong interpersonal skills
- Campaign-planning experience
- Exceptional communication skills, written and verbal
- Able to articulate the realities of systemic racial inequities and the challenges of marginalized communities to a variety of stakeholder groups.
- Collaborative work style
- Experience with design and oversight of social media
- Ability to write a press release for the conventional media
- Graphic design a plus

Demonstrated ability to:

- Execute and deliver work products on deadline
- Write compelling content
- Public Speaking
- Be flexible
- Work in a fast-paced environment
- Resume productive work after an interruption
- Get along with many different personalities
- Eliminate drama in the workplace
- Have a sense of humor

Training and Experience:

- 3 years of PR, journalism or communications work in both conventional media and social media with demonstrated success delivering on deadline.
- Grant writing and grant management a plus

Possession of California Driver's License and appropriate insurance.

***All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, disability or protected veteran status.***

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