

Position Announcement
Development & Media Manager
The Longleaf Alliance

Major Responsibilities

Under the direction of the Development Director, the Development & Media Manager will have a focus on media correspondence, special events, individual and corporate donors, and grant research, writing and reporting.

Essential Functions

To perform this job successfully, the candidate must be able to perform each essential duty satisfactorily. The functions listed below are representative of the knowledge, skills and/or ability required for the position.

Collaborate with the Development Director to identify local and region-wide needs and funding opportunities; individual donor acquisition, cultivation, and stewardship; grant research and grant writing; tracking and reporting on grants (foundation and corporate); managing the local donor/constituent database including donor acknowledgements; plan and implement the organization's regional events; work closely with the Development team to align efforts to increase revenue; supporting and assisting in communication activities of the Development department as needed; other duties logically associated with the position may be assigned.

Education and Experience

This position requires a bachelor's degree and at least three years of professional experience in development and donor relations in a non-profit setting. Experience in conducting research on grant opportunities and successful grant management is required. Grant writing experience with federal, state, and local funders is preferred. Experience working in a collaborative office environment is required. An ability to engage professionally with members and funding partners is required. Proficiency with general computer skills is required (Microsoft Office applications including Excel, Word, Outlook and PowerPoint; social media). Must be proficient in data entry (Raiser's Edge), tracking, analysis, and reporting, and database/software systems.

Excellent verbal, written, and interpersonal communication skills are required. Must exhibit professional demeanor; initiative; good judgment; be able to work well under pressure and independently; be detail-oriented; and positively anticipate and respond to changing priorities. A willingness and ability to travel occasionally. Experience working in remote settings is preferred.

Position Details

This is a full-time one-year salary position contingent on grant funds in FY21. Paid time off, retirement plan and health insurance stipend provided. Fair market compensation.

The position will be in the Southeastern United States (natural longleaf range) as agreed upon by the candidate and the Development Director. Proximity to Charleston, South Carolina is preferred.

Interested candidates are invited to submit a one-page cover letter and resume by email to Lynnsey@longleafalliance.org and addressed to:

Lynnsey Basala, Development Director
The Longleaf Alliance, Inc.
12130 Dixon Center Road
Andalusia, AL 36420