



# Communications and Development Manager

## JOB DESCRIPTION

After-School All-Stars (ASAS) is one of the leading national after-school program providers in the country. Our comprehensive school-based programs combine activities and learning to help build the knowledge and skills children need to succeed, both in school and in life. ASAS Hawaii serves over 2,000 at-risk youth in 11 middle/intermediate public schools.

Please email a cover letter and resume to [pfitzell@asahawaii.org](mailto:pfitzell@asahawaii.org) to apply.

### **Roles and Responsibilities**

The full-time Communications and Development Manager, under the direction of the President/CEO, will be responsible for planning, organizing, and external communications activities and development programs to include managing special projects, providing oversight for organization partnerships, as well as supporting administrative needs.

- Communications - shape, manage and drive the implementation of an effective outreach and communication campaign to educate and cultivate community support, including:
  - ✓ Develop and implement cost-effective marketing and outreach strategies to communicate with a range of constituencies through printed and electronic media
  - ✓ Create and disseminate all written thank you letters, appeals, project update mailings, event invites and marketing materials, donor stewardship “touches” throughout the year
  - ✓ Create, write, edit and produce press releases, publications, videos, and printed materials, including e-newsletters and annual report
  - ✓ Manage and maintain organization’s website and social media
- Development – shape, manage and drive the implementation of a successful fundraising campaign to support organizational and program development needs, including:
  - ✓ Direct the production of ASAS’ annual signature fundraising gala
  - ✓ Develop calendars, plans and marketing material for fundraising events and appeals
  - ✓ Oversee annual campaign and site-specific fundraising efforts
  - ✓ Establish recognition, acknowledgements and incentives for donors and volunteers
  - ✓ Establish workflow management system to plan, implement and evaluate specific fund development programs and campaigns
- Administrative
  - ✓ Oversee use of a CRM system for ASAS constituencies
  - ✓ Oversee the receipt, processing, and data entry of all donations and grant awards. Ensure dissemination of timely gift acknowledgements
  - ✓ Assist the President/CEO with communications and reporting requirements for grants, federal and state agency financial accounting, and any other tasks as needed,
  - ✓ And any other related task as assigned.

## **Experience and Education**

The successful candidate will:

- Demonstrate excellence in organizational, managerial and communication skills
- Excellent written and verbal communications skills
- Ability to manage timelines and project budgets effectively
- Possess strong analytical, interpersonal and communication skills with the ability to manage multiple projects simultaneously and meet deadlines
- Graphic design experience (Knowledge of Canva and Photoshop preferred)
- Must be self-directed and require minimum oversight in the performance of their duties
- Ability to work weekends as required
- Have three years or more experience in project management, communications or non-profit development
- Have the ability to communicate effectively and demonstrate sensitivity to others as well as respond to critical incidents and act swiftly in an emergency situation
- Be detail oriented with strong leadership, organizational, managerial and communication skills
- Excellent computer skills. Regular use of Word, Excel, WordPress, Photoshop, Canva and/or other design/layout software, and database management.

The candidate:

- Must clear DOJ and FBI Livescan and TB Clearance

Salary Range: \$55,000 - \$65,000 based on experience. ASAS offers competitive benefits, included, but not limited to health, dental and vision.