



# Freedom Network USA

## Job Posting: Development and Communications Associate Manager

**Application Deadline:** May 26<sup>th</sup>, 2023 or until filled

**Job Title:** Development and Communications Associate Manager

**Job Classification:** Full Time, Exempt

**Location:** Remote. Preference for candidates located in DC, IA, IL, IN, KY, LA, MD, MI, NY, TX, UT, and VA.

**About Us:** Freedom Network USA (FNUSA) is the nation's largest alliance of organizations and individual advocates working with survivors of all forms of human trafficking to ensure that trafficked persons have access to justice, safety, and opportunity. FNUSA mobilizes its collective strength to build a transformative approach to human trafficking that is grounded in anti-racism and anti-oppression. We are a growing team of passionate advocates providing training and technical assistance, engaging in policy advocacy and lobbying, and building a more effective anti-trafficking movement. FNUSA has a work atmosphere where everyone's opinions and ideas are valued. We are committed to a healthy work-life balance and offer everyone opportunities to learn, experiment, and grow.

**Position Summary:** The Development and Communications Associate Manager will help center an anti-racist and anti-oppression approach to fighting human trafficking through the management of the organization's development and communications initiatives. This position will be responsible for grant coordination, donor stewardship, and implementation of new fundraising strategies. The position will also manage the organization's communications across digital platforms to engage key audiences. This is a new position that is responsible for envisioning and executing new policies and initiatives. We expect the Development and Communications Associate Manager to approach development with a trauma-informed, non-exploitive framework and to become familiar with the Community-Centric Fundraising model. The ideal candidate will be someone who thrives in an independent working environment and is a self-starter. This position will report to the Director of Partnerships.

### Essential Job Functions:

#### *Development*

- Collaborate with the FNUSA management team to create a strategic development plan for the organization.
- Develop and implement an individual and corporate donor engagement and retention strategy.
- Design and execute at least two fundraising campaigns per year by identifying strategies and goals, creating and executing fundraising appeals, and analyzing donor data.
- Identify grant funding opportunities (foundation and government) and collaborate with program staff in developing and submitting grant proposals and reports.
- Develop and implement a data management plan to monitor, track, and engage donors in the organization's CRM.

- Develop and disseminate donor communication materials, including donor appeals and acknowledgement letters.
- Collaborate with the Board's Development Committee to engage Board Members in development activities.

#### *Communications*

- Work with the Director of Partnerships to develop the organization's communications strategy and style guidelines.
- Develop and execute a content calendar informed by all FNUSA departments.
- Maintain website content, including coordination of a monthly blog post.
- Draft monthly organizational newsletter and review and approve all program newsletters through email marketing software (MailChimp).
- Develop, design, and schedule social media through content scheduler (Buffer).
- Review and provide feedback on all FNUSA reports, including the annual impact and biannual member reports.
- Ensure brand compliance of all organizational materials.

#### **Required Experience and Skills:**

- At least 5 years of experience in non-profit fundraising and communications. FNUSA will consider a combination of education, professional experience, fluency in relevant languages, and lived experience when evaluating years of experience. Please refer to our [Compensation Chart](#) for further details on how experience is calculated.
- Experience in managing social media accounts and writing original content
- Experience in individual donor cultivation and campaigns
- Experience in database or CRM management (preferred)
- Excellent writing and grammar skills
- Self-starter with the ability to work independently with minimal supervision
- Highly organized and detailed-oriented, with the ability to be flexible and manage multiple tasks to meet deadlines
- Comfortable working in a dynamic, growing environment
- Personal and professional commitment to anti-racism
- Interest in the anti-trafficking field and a commitment to human rights and survivor empowerment

Don't meet the exact qualifications? We still encourage you to apply. Research tells us that minorities often opt out of applying for jobs they are qualified for because they don't meet the exact requirements. FNUSA is dedicated to creating a diverse and inclusive workplace.

**Work Environment:** FNUSA has become a fully remote organization. Employees can choose to work from home or to have FNUSA provide a co-working office space near them.

**COVID 19 Vaccine Requirement:** All employees who wish to, or are required to by the nature of their position, attend in-person work meetings or events, will be required to be vaccinated from COVID 19. Accommodations will be granted only where they do not cause undue hardship to the organization.

**Essential Physical Requirements:**

- The position requires the ability to work on a computer for all or part of the workday. The person in this position must be able to communicate via phone, video calls, and email.
- This position requires the ability to work set, core hours, Monday through Friday.
- This position requires travel once or twice per year via airplane, car or train, depending on COVID safety guidelines.
- The position requires the ability to attend events that may encompass all or part of the workday.

**Compensation:** The minimum salary for this position is \$63,000. Salary will be determined by calculating the candidate's years of experience based on a combination of education, professional experience, fluency in relevant languages, and lived experience. In order to counter pay inequality and uphold internal parity, compensation is non-negotiable for all employees. To see the full salary range and how compensation is determined, please refer to our compensation policy and chart [here](#).

Benefits include 100% employer-covered medical, dental, and vision health insurance for employees; a SIMPLE IRA retirement plan with a 3% employer match; monthly utility stipend and one-time furniture stipend for remote employees. We are committed to treating staff as whole people and offer generous paid leave, including 120 hours of annual leave and 100 hours of wellness leave (pro-rated for the first year); 11 floating holidays and a week-long Winter Break at the end of the year; and parental leave.

**How To Apply:** To apply please send resume and cover letter to [info@freedomnetworkusa.org](mailto:info@freedomnetworkusa.org) with "Development and Communications Associate Manager" in the subject line by **May 26th, 2023**.

**Lived Experience:** Survivors of trafficking are strongly encouraged to apply. Lived experience is evaluated as equivalent to work or educational experience by FNUSA for this position. While we prioritize hiring applicants with lived experience, you will be assessed based on your skills and wisdom. We are not hiring you for your story.

*Freedom Network USA is an equal opportunity employer. FNUSA does not discriminate on the basis of race, ethnicity, color, gender identity or presentation, sex, marital status, sexual orientation, age, religion, immigration status, housing status, or the presence of any sensory, mental or physical disability in employment. We will provide reasonable accommodation to individuals with disabilities so they can participate in the job application or interview process, perform essential job functions, and receive other benefits and privileges of employment. Please contact us to request accommodation.*