



Development Communications Manager

About IPH (Interfaith Partnership for the Homeless)

Serving the community since 1984, IPH is a leader in providing non-denominational programs and services that address the needs of homeless and at-risk individuals and families. IPH provides individualized services to meet each person's unique set of circumstances through programs including year-round and seasonal emergency shelters; permanent housing; and community-based programs such as a daytime drop-in center, employment, and health and wellness services. IPH serves approximately 1,500 individuals and families in Albany, Saratoga, Fulton, and Montgomery Counties on an annual basis. IPH has been named an Albany Business Review's "Best Places to Work" for several years.

Position Summary

Serving on the agency's Development Team, the *Development Communications Manager* will develop and implement a strategic communications plan that supports fundraising and community engagement activities. The position will lead both broad-based and personalized messaging across multiple channels including print, digital, social media, and video. A successful candidate will be an exceptional writer who can craft compelling stories, concisely articulate program impact, and build a case for support amongst agency stakeholders. This position will support fundraising success by creating content and developing copy to support fund development initiatives including appeals, donor proposals and acknowledgements, and grants.

Primary Responsibilities

- Lead a fully integrated communications plan, built collaboratively with Development Team members, that shares IPH impact and supports fund development and community engagement initiatives
- Collaborate with staff, guests, and partners to gather and share stories that showcase the impact that community support has on IPH, creating content both broadly to thousands of individuals as well as personalized communication to individual donors and prospects
- Identify and utilize appropriate platforms or tools for carrying IPH messages including electronic and mailed appeals, social media, written proposals, reports and newsletters and other donor-facing communications
- Serve as project manager responsible for coordinating the development, production, and implementation of communications materials (print, digital, and video)
- Manage the agency's public relations strategy by building relationships with media outlets, writing and distributing press communications, preparing speaking points, and coordinating other logistics for public events involving IPH
- Maintain documentation of processes to standardize work within the department and provide regular analysis and review of communications activities to find ways to be more efficient and effective
- Assist as needed with other Development Team and agency-wide activities



Development Communications Manager

Minimum Qualifications

- Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the job successfully
- Demonstrated excellence in writing, preferably in non-profit storytelling
- Self-starter attitude and ability to work autonomously at times
- Ability to accept and provide constructive feedback
- Initiative to manage multiple projects simultaneously with sensitivity to deadlines, accuracy, and professionalism
- Valid NYS driver's license
- Flexibility to work occasional evenings and weekends
- Ability to lift up to 50lbs

Preferred Qualifications

- Experience in a non-profit setting
- Basic graphic design skills (Canva is acceptable)

Salary, Benefits, and Other Information

This is a full-time, exempt position with a salary of \$52,000.

IPH offers employer-sponsored health insurance, generous paid time off, retirement plan, and flexible work environment.

This position has the flexibility for remote work, when appropriate, on a schedule mutually agreed upon by employee and supervisor.

The Development Communications Manager reports to the Assistant Director of Development and has no direct reports.

To learn more about IPH visit www.iphny.org. IPH is committed to building a culturally diverse staff and encourages all qualified candidates to apply regardless of race, ethnicity, national origin, age, gender, religion, sexual orientation, or disability.

Application Instructions

<https://www.iphny.org/jobs>

*Candidates chosen to move forward in the application process may be asked to submit additional writing or creative samples.