



## Del Norte Fire Safe Council

### Communications and Development Manager

#### **Position Summary:**

The Communications and Development Manager for the Del Norte Fire Safe Council (DNFSC) is a dual-role position that requires a dynamic individual skilled in communications, marketing, fundraising, and administrative tasks. This role involves developing and executing marketing and fundraising strategies to support the DNFSC's initiatives, as well as assisting in administrative duties to ensure efficient office operations.

#### **Key Responsibilities:**

##### *Marketing and Fundraising:*

##### *Strategic Marketing and Communications:*

Develop and implement marketing strategies to enhance the visibility and impact of DNFSC.

Manage all digital content, including the organization's website, social media accounts, and newsletters.

##### *Fundraising Initiatives:*

Plan and execute fundraising campaigns, grant writing, and engage with potential donors and sponsors to secure funding.

Organize fundraising events and activities, ensuring they align with the DNFSC's goals and budget.

##### *Donor Relations:*

Build and maintain relationships with donors, sponsors, and other stakeholders.

Manage donor communications, including thank you letters, donor recognition, and updates on the impact of their contributions.

##### *Marketing Materials:*

Create promotional materials such as brochures, flyers, and annual reports.

Coordinate the production of print and digital materials, ensuring brand consistency.

### *Administrative Tasks:*

#### ***Office Management:***

Assist in the development and execution of daily office operations, including scheduling meetings, handling correspondence, and maintaining records.

Provide clerical support to the DNFSC staff and assist in organizing and maintaining office systems.

#### ***Financial Documentation:***

Assist in budget preparation and the management of invoices and receipts.

Ensure timely and accurate financial reporting as needed.

#### ***Event and Meeting Coordination:***

Organize and coordinate meetings, workshops, and other events, including logistics, materials preparation, and participant communication.

#### ***Support to Senior Staff:***

Provide administrative support to the DNFSC Coordinator and other senior staff as needed.

Assist in the preparation of presentations, reports, and documents for meetings and professional engagements.

### *Required Skills and Qualifications:*

Proven experience in marketing, fundraising, and administrative roles, preferably within a nonprofit or environmental sector.

Strong organizational and time-management skills with the ability to handle multiple tasks simultaneously.

Excellent written and verbal communication skills.

Proficiency in MS Office, Adobe, website development, audio/video production, social media platforms, and other digital marketing tools.

Experience with CRM software and fundraising platforms.

Ability to work independently and as part of a team.

Knowledge of budgeting and financial management.

### *Personal Attributes:*

Creative and strategic thinker with strong problem-solving skills.

Highly motivated and proactive with a keen attention to detail.

Passionate about wildfire resilience and community service.

Professional demeanor with strong interpersonal skills to interact effectively with diverse groups.

### *Work Environment and Physical Demands:*

Office-based role with standard working hours, but may require occasional evening or weekend work for events or deadlines.

Involves visiting job sites in rough terrain, engaging with property owners and DNFSC crew staff.

May involve light travel for local meetings or events.

### *Commitment to DNFSC's Mission:*

The candidate must be dedicated to advancing the mission of the DNFSC through effective marketing, fundraising, and administrative support, promoting wildfire resilience and community engagement.

This role is essential to supporting the operational and financial stability of the DNFSC, enabling it to fulfill its mission of enhancing wildfire safety and community resilience through innovative and sustainable practices.

The position offers a unique opportunity to blend creative marketing and strategic fundraising with critical administrative functions within a dynamic and impactful organization.

*Schedule:*

Flexible work schedule with the possibility of remote work and travel within Del Norte County as required.

*Ability to Commute/Relocate:*

Del Norte County: Reliably commute or plan to relocate before starting work (Required).

*Work Location:*

Multiple locations within Del Norte County. Reliable commuting or relocation to Crescent City, CA is required.

*Compensation and Benefits:*

- This is a full-time, non-union, at-will hourly position starting at a rate of \$30 an hour, funded through December 2024.
- Comprehensive benefits package including health insurance, retirement plan, and paid time off.
- Continuation of the position is dependent on future funding at the direction of the Del Norte Fire Safe Council.

*Application Process:*

Please submit a letter of interest and resume to Aaron Babcock: **[aaron@delnortefsc.org](mailto:aaron@delnortefsc.org)**

Application Deadline: Resume package must be received by 5:00 pm, June 10th, 2024.

*For Questions Contact:*

Aaron Babcock at **[aaron@delnortefsc.org](mailto:aaron@delnortefsc.org)**