



JOB ANNOUNCEMENT:

Development and Communications Manager
Watsonville + Santa Cruz, California
Full-Time Position
Position Open Until Filled

“Food, What?!” – Activating Youth Power Through Food and Land

About FoodWhat:

Our Mission

FoodWhat is a youth empowerment and food justice organization. We provide meaningful space where youth define and cultivate their agency, empowerment, and well-being. At FoodWhat, youth engage in relationships with land, food, and each other in ways that are grounded in love and rooted in justice.

Who We Serve

We work in Santa Cruz County with high-school-aged, system-impacted and other struggling youth and program alumni. This includes low-income youth, youth from farmworker families, youth in alternative schools, youth experiencing mental health challenges, youth in the child welfare (foster care) system, youth in the criminal legal system, LGBTQ+ youth, disabled youth, and young parents—all of whom experience challenges and are building their resilience.

What We Do

We provide a safe, non-judgmental, and supportive space for young people to engage in meaningful food-and farm-based experiences that meet their basic needs of healthy food, a living wage, community belonging, connection to the land, ancestral knowledge, healing, and self-determination. Together, we learn about, grow, cook, eat, and distribute healthy food. At FoodWhat, food is celebrated for its own inherent value and serves as a vehicle for personal growth and empowerment, community connection, awareness of food justice and related systems analysis, and skill-building for greater personal agency and economic mobility. Check us out at www.foodwhat.org.

Position Description:

The Development and Communications Manager is passionate about resource gathering to fuel youth programming, is someone who can get down with data and details in a big way and is a highly skilled storyteller. This Manager is someone who believes deeply in FoodWhat's mission of love, justice, and liberation. This staff person is responsible for managing key fundraising tasks, data and information while connecting deeply and authentically with funders, partners, alumni youth, our community, etc. through our many communications channels. The Devo and Comms Manager is a highly competent, creative, detail-oriented, big-hearted, and driven person. They are incredibly resourceful, have great emotional intelligence, and enjoy their work day in and day out. The Devo and Comms Manager reports to the Development Director and is a key member of the Development Team. The Co-Executive Director of Strategy and Finance oversees the Development Team.

Development

- Support Development Director to execute the FoodWhat Annual Development Plan through fundraising tasks such as prospecting, proposal development, funder reporting, data collection and organization, major event/campaign implementation, and funder relationship stewardship.
- Individual donor work including cultivation, engagement, data and gratitude.
- Maintain donation and grant intake process and data, including managing donor database and coordinating FoodWhat donor/funder gratitude system.
- Coordinate annual Benefit Celebration Dinner and other donor cultivation events.
- Manage grants, contracts, reports and invoices, tracking due dates and deliverables.
- Provide administrative support for program evaluations and reporting data including entering/analyzing data and producing various periodic reports.
- Manage general development needs, including procuring office supplies.

Communications

- Lead in-house production of FoodWhat marketing materials and coordinate outside help as needed; develop organizational collateral for major events, annual report, funder meetings, workshops, programming, and as needed.
- Create and implement an annual communications plan.
- Manage the production and dissemination of FoodWhat Annual Report.
- Design and manage monthly e-newsletter and subscriber data, FoodWhat website, and all social media.
- Manage program and event photo organization via Lightroom.
- Collaborate with Program Staff and Development Team on messaging, development of FoodWhat language, and communications.
- Participate in ongoing revision and updating of organizational messaging.

- Coordinate communications and logistics related to the Board.
- Support Executive Director of Strategy in occasional administrative duties as related to communications.
- Manage internal communication systems such as google docs and FoodWhat server.
- Represent FoodWhat in community events and networks as needed.

Qualifications:

- Experience in detailed project and data management.
- Strong interest in the field of development or development-related activities.
- Proven abilities in communications.
- Passion for storytelling, communications and relationship building.
- Exceptional communication skills: verbal, written, electronic, and for a variety of audiences.
- Highly competent in computer and technology use on a daily basis including: donor databases and donor information systems, most current social media platforms, communications design programs such as InDesign, Canva, Adobe Suite, website platforms such as SquareSpace, broadcast email programs such as MailChimp, and MS Office Suite and Google Suite.
- Strong organizational skills and highly dependable with thorough follow through.
- High level of attention to detail.
- Ability to work collaboratively.
- Strong interpersonal communication skills; ability to give and receive direct and authentic feedback.
- Ability to work independently and in a team setting, and in a fast-paced, changing environment.
- Completes tasks/projects successfully and within specified deadlines; strong time management skills
- Ability to multitask and prioritize as competing deadlines arise.
- Willingness to work non-traditional hours, including evenings and weekends on occasion.
- Ability to carry the brand and be the face of FoodWhat when needed.
- Valid California driver's license.

Preferred:

- Rooted in local communities of Watsonville or other parts of Santa Cruz County.
- Bilingual Spanish speaker.
- Analysis of systems of power, privilege and oppression.
- Connection or proximity to low-income youth or historically disenfranchised communities.
- Understanding of, and commitment to, racial, social, LGBTQ+, food and economic justice.
- Farming or gardening experience and skills a plus.

Position details:

This is a 40-hour per week, exempt, full time position with paid vacation, sick time, and holidays. Full medical, dental, vision, and retirement benefits provided. Salary commensurate with experience within the \$64,000-\$72,000 starting range.

Process:

Please send a cover letter, resume, two communications samples, and two references to hiring@foodwhat.org. Please select at least one reference from previous employment.

FoodWhat is an anti-racist, pro-equity program. Women, Nonbinary, LGBTQ+, Black, Indigenous and People of Color are strongly encouraged to apply. All applicants are considered for employment without discrimination based on race, color, religion, age, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Applicants only. Recruiters, please don't contact this job poster.