

Development & Communications Associate

Employer: GAIA
Industry: Nonprofit/International Development/Social Entrepreneurship
Job Location: San Rafael, CA
Job Title: Development & Communications Associate
Deadline: Rolling

ABOUT THE JOB:

At GAIA, we believe that everyone deserves access to healthcare. However, for the vast majority of people living in Sub-Saharan Africa, having to walk for hours upon hours to reach healthcare facilities puts millions of lives at risk. This is especially true for the rural poor we work with in Malawi, who are more likely to suffer from preventable and treatable diseases like HIV, malaria and tuberculosis.

We have a proven solution that brings healthcare within an hour's walk and actively builds the capacity of the local healthcare workforce. In this role, you would play a significant role in boosting our efforts to reach millions more! The Development & Communications Associate will help share GAIA's story through creative marketing strategies and fundraising approaches, as well as provide critical support to our development team through research, grant pipeline management, proposal writing, reporting and more. This role is broad-ranging and there is significant room for learning and growth.

The ideal candidate will be a self-starter willing to take the reins on several initiatives. S/he will be an excellent writer and communicator, extremely well organized, and have a passion (and talent) for storytelling and visual design. S/he will be deeply committed to improving lives in low-resourced settings and love to collaborate as well as work independently to achieve big goals.

Based in San Rafael, CA, this role will report directly to our Director of Development and Strategic Partnerships, and work closely with our small but mighty team.

JOB DESCRIPTION:

Grants Management and Development Operations

- Research and prioritize potential grantmakers and individual donors, and create plans to access new funding opportunities
- Assist with writing, editing, and preparing proposals and other materials for a range of institutional and individual donors
- Track grant deadlines and support timely submission of all proposals and reports to funders
- Assist with grant reporting with the support of Development, Programs and Field teams
- Manage development operations including grants calendar, grants pipeline, and other development protocol
- Collaborate with development and finance teams to prepare projections and financial reports
- Brainstorm and propose ideas to improve our development processes and work closely with colleagues to problem solve for strong solutions
- Promote and represent GAIA at local meeting or during other forums
- Support Development Team and Events Manager to plan and execute GAIA events
- Data entry and reporting using database

Development & Communications Associate

Communications

- Develop and manage GAIA's digital communications and social media strategies, including content creation
- Research, prioritize and implement best-practices for non-profit communications
- Draft and compile elements of external facing reports such as the Impact Report and Annual Report
- Create visual and written content for monthly newsletters and other forms of communication that help cultivate donors and build brand recognition
- Manage website updates and platforms that integrate with it

QUALIFICATIONS:

Required

- A passion for global health and improving lives
- 2-3 years of experience in fundraising/development, and/or communications with track record of successfully securing grants and creating digital media
- A self-starter who is eager to take initiative, to learn, and to share new ideas
- An ability to work in challenging and changing environments, and to problem solve accordingly
- Superb attention to detail and demonstrable skill for system and process management
- Outstanding written and verbal communications skills
- Proficiency using databases such as Blackbaud or Salesforce
- Experience with (or interest in learning) graphic design and web design, specifically WordPress
- A strong design aesthetic and ability to translate words and numbers into visual content
- Ability to manage multiple projects simultaneously and produce high-quality work in a deadline-driven environment
- Great story telling abilities
- Strong project management skills
- Proficiency in Microsoft Word, PowerPoint, and Excel, and a willingness to learn additional software
- Bachelor's Degree and English language proficiency required

Preferred

- Experience working at a nonprofit and/or international organization
- A background in public health or other social impact sectors
- Experience with grant writing and management
- In-depth knowledge of nonprofit communication trends, SEO, and other elements of nonprofit communications
- A successful track record of collaborating across cultures and continents
- Proficiency using InDesign or other similar publishing software

TO APPLY

Please send your resume and a one-page cover letter to info@thegaia.org. Please ensure your cover letter explains your experience and background as it relates to this role. Thanks for your interest in GAIA!

Note: Please do not contact GAIA to enquire as to the status of your application. Only shortlisted candidates will be contacted. Applications accepted on a rolling basis.