

## Job Description & Specifications

**JOB TITLE:** Community Relations Manager  
**EXEMPT:** No  
**REPORTS TO:** Director of Philanthropy, Voice of San Diego

**SUMMARY:** Our Community Relations Manager is part of Voice of San Diego's Operations Team, which supports the organization through fundraising, community partnerships, events and administrative functions. The person in this role will be an essential member of the team working to secure the resources for a thriving Voice of San Diego now and into the future.

The Community Relations Manager will engage in a variety of fundraising activities, including soliciting and stewarding sponsors, managing community events, and overseeing lower level memberships. They will interact with constituents regularly and will plan various events for VOSD members and the public, including our annual public affairs summit, Politifest. They will use several software programs, including Salesforce, Wordpress and MailChimp, to enter data and review constituent records. This role is an opportunity to work directly with experienced development professionals, the COO, and journalists on the team.

Voice of San Diego has been a pioneering investigative, nonprofit news organization for 20 years. We are locally founded, locally operated and locally supported. Our writers have the freedom and responsibility to tackle the biggest issues in the region. We believe San Diego is strong enough to face its most uncomfortable and intractable problems. But we also seek to educate, enlighten and entertain readers who care about San Diego's future and want an excellent and just government.

Compensation is commensurate with experience. Minimum salary is \$60,000. Compensation includes health, life, and disability insurance plus a 401k savings plan and company match.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Develop and maintain productive, informative and respectful relationships with local members and organizations that support the Voice of San Diego mission.
- Serve as an ambassador to the community. Engage constituents, including donors, readers, and community members through calls and emails.
- Support the creation and implementation of quarterly fundraising campaigns using email solicitation, mailers, and advertising to generate support for mission.
- Support Director of Philanthropy and COO with communication management, fundraising strategy, recordkeeping, donor cultivation and stewardship.
- Implement and organize advertising and sponsorships across all communication channels including website, podcast and newsletters in coordination with marketing and digital team.

- Manage relationships with community partners and sponsors, including processing invoices, ensuring deliverables are fulfilled in a timely manner, and producing and delivering performance reports.
- Plan, manage and execute events that increase community engagement and mission awareness.
- Develop and maintain systems and protocols for data collection and reporting and accounting using Salesforce and best practices for auditing/reporting.
- Perform other essential duties and responsibilities as assigned.

### **EXPERIENCE & COMPETENCIES**

- Ability to work independently and in a team environment.
- Project coordination and event planning.
- Strong “people skills” and a desire to build community for VOSD.
- Must have a strong command of spelling, grammar and punctuation and the ability to read and interpret all kinds of documents and correspondence.
- Ability to effectively communicate with a wide variety of individuals who have differing educational backgrounds and cultural norms, present information, and respond to questions from groups or individuals required.
- Accounting or budgeting experience.
- Computer skills are essential including a working knowledge of Microsoft suite and CRM platforms/databases.

### **PREFERRED EXPERIENCE**

- Spanish or other languages a plus.
- Direct fundraising experience – individual giving, sponsorships, membership programs, etc.
- Strong excel and CRM, event website experience.
- Project management of medium to large events.
- Knowledge of San Diego neighborhoods and organizations.
- A passion for local news, policy, or community engagement.

**SUPERVISORY RESPONSIBILITIES:** None.

**PHYSICAL DEMANDS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk or hear. The employee is frequently required to use hands to type on a computer keyboard as well as finger, handle, or feel objects, tools, or controls; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; bend, lift and climb stairs while carrying supplies or

equipment. The employee is occasionally required to taste and/or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee frequently sits for long periods of time at a desk in an office. The employee may be required to stand for over an hour and observe meetings, people and events. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds.

**AT-WILL:** The individual hired in this role will be at-will and will be subject to termination by the employee or the Company, with or without cause, with or without notice, and at any time.

### **AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT**

The Company will provide reasonable accommodations (such as a qualified sign language interpreter or other personal assistance) with the application process upon your request as required to comply with applicable laws. If you have a disability and require assistance in this application process, please contact Julianne Markow at 619-550-5673.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT**

The Company is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender or gender identity, national origin, disability status, protected veteran status or any other characteristic protected by state or federal law.

**TO APPLY:** Submit a resume and cover letter to [VOSD\\_HR@voiceofsandiego.org](mailto:VOSD_HR@voiceofsandiego.org).