



NETZEL GRIGSBY  
ASSOCIATES

## Position Profile

**Company:** Netzel Grigsby Associates

**Position:** Communications Associate

**Location:** Culver City, California

### Company Profile

Netzel Grigsby Associates helps nonprofits build capacity through expert counsel in fundraising, planning, staffing, and training. For more information, view our website: [netzelgrigsby.com](http://netzelgrigsby.com)

### Position Description

The Communications Associate serves as a member of our Special Services Division, supporting our project teams in the areas of writing and editing, document layout design, data research and analysis, and donor prospect research.

Successful candidates will possess the qualifications and skills necessary to capture both the logic and passion of a project in concise, compelling, and attractive written documents tailored to the interests of diverse and highly specialized audiences. The ideal candidate will be a critical thinker, able to develop positive client and team relationships, manage multiple projects simultaneously, and meet demanding deadlines without fail.

### Key Responsibilities

- Serve as a team member on client projects.
- Write reports, plans, case statements, grant proposals, campaign collateral material, and other documents.
- Collect and analyze data and pertinent information for all written documents.
- Design layouts of case statements and other material.
- Create presentation decks.
- Build online surveys and manage the online collection of data.
- Research foundation and individual donor prospects.
- Identify potential obstacles to presentation of a strong case or request for support and assist with the development of strategies to overcome them.

**Required Education**

Bachelor's degree

**Preferred Experience**

- Nonprofit development experience or volunteer involvement.
- Graphic design or visual communication design skills.
- Knowledge and understanding of social media platforms and their strategic use in nonprofit development.

**Qualifications**

- Passion for writing.
- Excellent interpersonal, written, and verbal communication.
- Attention to detail and strong editing skills.
- Ability to work independently and collaboratively on a project team.
- Ability to manage multiple projects simultaneously.
- Ability to meet deadlines.
- Highly motivated and well organized.
- Proficiency in Microsoft Office and Adobe Creative Suite (InDesign/Photoshop).

**Reporting Relationship**

As a member of NGA's Special Services Division, the position reports to the Senior Vice President and Director of Special Services.

**Position Details**

- Work Location: Primarily remote; occasional travel to client and staff meetings
- Salary: Competitive and commensurate with experience and qualifications, in range of \$40K - \$60K plus full benefits.
- Work Schedule: Full Time

As a condition of employment, NGA reserves the right to conduct background verification.

To apply, please send cover letter and resume to: Amy Epman, Senior Vice President and Director of Special Services, [aepman@netzelgrigsby.com](mailto:aepman@netzelgrigsby.com). Please reference Special Services Search.

Applications will be considered until the position is filled.