



# JOB ANNOUNCEMENT

## **PROGRAM / DEVELOPMENT ASSOCIATE** for **Southern Black Girls and Women Consortium (SBGW)**

### **Mission Statement:**

The mission of the *Black Belt Community Foundation* is to forge a collective stream of giving from the community and other sources so we, the people of the Black Belt, can enhance our continuing efforts to lift ourselves by taking what we have to make what we need.

### **Program Summary:**

The Southern Black Girls and Women Consortium (SBGW) is anchored by three organizations, *Black Belt Community Foundation (BBCF)*, *Fund for Southern Communities, FSC*, and the *Appalachian Community Fund, (ACF)* covering 12 southeastern states. Each organization has a deep commitment to racial and gender justice, and each acts on the belief that those directly impacted by such issues must drive the process of defining and implementing solutions. In addition to the anchor organizations, there is a network of core partnerships and community advisors. Our goal is to leverage our collective resources and knowledge to address the systemic issues facing young women.

### **Job Summary:**

In cooperation with BBCF President and anchor organizations, the Program / Development Associate will provide leadership in implementing the *SBGWC* goals. As a member of a team, working multiple areas of the organization, including *Truthspeaks Consulting (TC)* to implement and manage the NoVo Grant Initiative. The work will include programmatic, public relations, financial, and development/fundraising. Ongoing collaborative communication with ACF and FSC program associates, cohorts, staff, interns, core partners, Board of Directors and volunteers is critical.

### **Responsibilities & Duties:**

*The duties and responsibilities listed are intended to describe the general nature and level of work to be performed in this position and are not to be construed as an exhaustive list of the requirements of this job. Performs other duties as assigned*

- Represent SBGW via personal contacts, networking opportunities, media, etc.
- Represent SBGW in philanthropic networks regionally and nationally, and promote the concept of community-based philanthropy
- Promote and advocate for SBGW's mission and philosophy with donors, grantees and the public
- Development of content for Annual Report, e-newsletters, brochures and other needed materials
- Development of PR materials in concert with other cohorts
- Increase general public awareness through appropriate activities
- Ability to update the website content
- Ensures the preparation of acknowledgment and tax letters
- Development and implementation of funding plan and strategies
- Development of content for Final Report and Additional Grant Proposals
- Implement grant-making, development and other program and member-service related activities
- Coordinating SBGW grant activities, in collaboration with other cohorts
- Coordinate technical assistance workshops and offerings for grantees
- Manage the Grantee Partners Database Program, in concert with other cohorts

- Ability to coordinate and organize meetings and special events

### **General Staff Responsibilities**

- Participate in staff meetings, conferences, training sessions and workshops as assigned.
- Maintain and protect total confidentiality in regard to finance and files.
- Be present at work in order to provide consistency of services.
- Be a contributory team member in a positive/productive manner.
- Demonstrate commitment to mission, values, and policies in the performance of daily duties.
- Assists with special projects and/or events.

### **Ideal candidate will:**

- Progressive social change orientation necessary
- Excellent communication skills (both verbal and written)
- College degree preferred, Master's Degree a plus
- Thorough knowledge of the non-profit sector and philanthropic community
- Knowledge of Microsoft Office and database software
- Ability to work within seasonal deadlines
- Must be self-disciplined & self-starter
- Ability to handle multiple assignments/tasks
- Results oriented
- Professional appearance as required
- Good motivational and organization skills
- Substantial commitment of time, some night meetings, and travel (including weekends)
- Demonstrated ability to work with different types of people and organizations in the South.
- It is crucial that the candidate be able to organize a variety of tasks and instructions
- It is imperative that the candidate be able to track multiple projects from start to finish
- It is imperative that the candidate be able to work as a member of the team
- Sets the highest standard of professionalism
- Thrives on setting the highest standard of excellence in personal conduct and performance
- Exceptional honesty, character, integrity and reliability
- Treats everyone with the utmost decency and respect
- Strong verbal and written communication skills
- Capable of quickly establishing credibility with all colleagues in the organization
- Drives culture in a very positive way
- Team player and self-motivated to perform at highest level / Mastery of attention to detail
- Must have excellent work habits, including a willingness to work the hours necessary to get the job done, especially when important deadlines cause greater than normal departmental pressures.
- Regular, reliable, and punctual attendance is required.
- Commitment to public service and improving the Black Belt community
- Strong analytical and organizational skills and compliance background

### **Requirements**

- Exhibit sound judgment; follow work through to completion, and meet high work standards
- Proficiency in Microsoft Office products (e.g. Excel, Word, etc.) and ability to learn proprietary software.
- Has the ability to understand endowment management and disbursement.
- Must pass physical examination, background check and fingerprinting screen.
- Driver's license (in good standing) required.

**Salary:** Salary will commensurate with experience \*

**Benefits:** 401K with 5% employer match, medical and dental benefits; vacation and sick leave

**Location:** Selma, Alabama

**To apply:** Submit cover letter, salary requirements and resume to [HR@blackbeltfound.org](mailto:HR@blackbeltfound.org)

**Deadline to apply:** open until filled

\*Consultant relationships will be considered on a case by case basis.

*We are an equal opportunity employer, committed to creating a diverse and healthy work place.*

[www.blackbeltfound.org](http://www.blackbeltfound.org)

###