



Development and Communications Associate

Job Description

ONE Archives Foundation is hiring a full-time Development and Communications Associate. Reporting to the Executive Director and the Director of Content Strategy, the Development and Communications Associate helps ONE Archives Foundation (OAF) improve the visibility and outreach of OAF's programming and fundraising, implements marketing strategy and donor communications, and maintains donor database.

Working with the Executive Director, the Development and Communications Associate will be responsible for maintaining the donor and grant database, including data and gift entry (Donorware, Mailchimp, Actaviva, CauseVox, and Frontline), writing donor correspondence, updating electronic and paper files, processing donor mailings, assisting with special events, grant research, supporting donor relations, and proofreading of executive communications.

Working with the Director of Content Strategy, the Development and Communications Associate coordinates and creates ongoing communications and marketing content related to our programs and LGBTQ+ history. This includes social media, email marketing, press releases, organizational website, online news creation, copywriting for fundraising campaigns, online exhibit/collections, podcasts, and on occasion, grant reports. The Development and Communications Associate coordinates the release of organizational and project content through the OAF's website, social media, and email lists to reach OAF's key commitments and audiences.

Key duties and responsibilities (time allocation may fluctuate depending on projects and time of year):

DEVELOPMENT (37% of position time)

Database & Gift Entry (27%)

- Updating, adding, deleting, and maintaining donor and prospect commitment records in all databases; creates database records for campaigns, funds, and appeals
- Performs periodic database clean-up projects to improve data integrity
- Responsible for gift entry process, including coding and tracking gifts, managing the donor acknowledgement process (drafting letters, generating letters, getting letters signed, mailing letters, and mailing letters); managing monthly and membership donors' records, monthly reconciliation with bookkeeper.
- Monitors and tracks online transactions through WordPress, Stripe, and CauseVox (sign-ups, record updates, donations, and event registrations) ensuring duplicate records are merged.
- Assists with direct marketing campaigns including pulling reports and mailing lists, managing mail merges, working with the printer, and managing e-campaigns.