



**COMMUNICATIONS & DEVELOPMENT DIRECTOR**  
*Based in Chicago, IL*

**Raise the Floor (RTF)** is an alliance of eight Chicago-area worker centers that advances justice for low-wage workers by providing shared legal, communications, and research capacity to win policies that foster full-time, family-supporting work.

We are currently seeking a motivated and dynamic **Communications & Development Director**, who will work directly with the Executive Director to primarily develop effective campaign messages and communications tools, and secondarily implement a comprehensive development strategy that will enable RTF to further its mission.

**Scope of Work Includes:**

Strategic Communications Development & Implementation (45%):

- Assists in the development and implementation of strategic communications plans for organizing campaigns.
- Develops media strategy, provides pro-active media outreach, and fields inquiries from the news media; helps prepare workers or allies for contact with the news media.
- Develops and incorporates new media strategies and social media into organizing communicate on campaign plans.
- Writes and edits leaflets, newsletters, talking points, speeches, letters to the editor, op-eds, background pieces, fact sheets, press kit materials, and other materials as needed for various campaigns.
- Works directly with workers and organizing staff to get pictures, quotes and video clips that bring worker voices into campaign materials.
- Monitors media coverage of various campaigns, maintains clipping files, makes recommendations on ways to improve media coverage.
- Performs other duties as required to support the worker center members

Proposal Development & Grants Management (30%):

- Assist Executive Director with research, drafting letter of inquiries, funding applications, grant proposals, and grant reports.
- Assemble programmatic and media materials for events and donor development/fundraising meetings. Maintain Development department's electronic files of typically requested attachments for funding applications.

*Raise the Floor is an equal opportunity workplace. People of color, women, and LGBTQ (lesbian, gay, bisexual, transgender, queer) people are strongly encouraged to apply.*



- Support maintenance and updating of the Development plan and calendar including annual foundation calendar with deadlines for reports and proposals
- Participate in team meetings to support planning, coordination and execution of responsibilities and tasks.

#### Individual Donor, Communication, and Special Events (25%):

- Coordinate scheduling, production and mailing of seasonal and special appeals. Maintain and produce mailing lists including segmented donor and contact lists in the database. Assist with writing content and preparing materials deliverables for fundraising appeals.
- Manage RTF e-blast lists including updating contacts and providing analysis of reach and response.
- Move new contacts through the organization's website or other event intake to inclusion in to organization's targeted email lists.
- Support communication with individual donors and new contacts, including managing a strategy for contacting and engaging volunteers and donors to maintain their engagement and upgrade their relationship to the organization over time.
- Assist planning and production of fundraising events, briefings and meetings, as assigned. Support the data entry needs of fundraising and special events.

#### **Required Qualifications:**

- Background in and commitment to social justice work and to use communications strategies to elevate working people's voices
- Experience managing social media, web-based communications, web content management systems and online advocacy tools
- Minimum 2 years' experience in grant writing, individual donor development and/or fund development
- Demonstrated success in securing major support from national philanthropic groups
- Demonstrated success in working as a member of a team and developing effective working relationships with board members, staff, the general public and donors
- Must have strong analytical skills and excellent written and verbal communication skills
- Demonstrated ability to produce high quality content
- Demonstrated ability to set and achieve goals under deadlines
- Must be detail oriented and organized, with the strong ability to successfully multi-task as necessary or requested
- Preferred experience in community and/or labor organizing
- Bilingual (English/Spanish) a plus

#### **Compensation and benefits:**

*Raise the Floor is an equal opportunity workplace. People of color, women, and LGBTQ (lesbian, gay, bisexual, transgender, queer) people are strongly encouraged to apply.*



RTF offers a competitive salary commensurate with experience and a considerable benefits package.

**Application Process:**

Email your resume, cover letter, writing sample and three references to Sophia Zaman at [szaman@raisetheflooralliance.org](mailto:szaman@raisetheflooralliance.org) with the subject "Communications & Development Director Application." For more information visit [www.raisetheflooralliance.org](http://www.raisetheflooralliance.org) or call 312-795-9115.

*Raise the Floor is an equal opportunity workplace. People of color, women, and LGBTQ (lesbian, gay, bisexual, transgender, queer) people are strongly encouraged to apply.*