

CommonWise Development and Communications Manager **Job Description**

CommonWise Education, Inc. (CommonWise) convenes and operates the Bronx Cooperative Development Initiative (BCDI), whose mission is to end generational poverty in the Bronx through shared wealth and democratic ownership.

Based on a framework of economic democracy, BCDI leverages existing Bronx assets to address economic, social, and environmental challenges within the borough, and supports collective ownership models in order to distribute wealth and decision-making equitably and broadly among Bronx residents. With its partners, BCDI pursues three major lines of work:

1. Establishing a Community Enterprise Network that unites community and labor organizations, anchor institutions, and small businesses in order to plan and implement an inclusive and sustainable economy in the Bronx.
2. Building the long-term infrastructure to support economic democracy in the Bronx
3. Coordinating short-impact projects focused on health, energy, manufacturing, and development with our partners in order to increase community health, environmental sustainability, job creation and prevent displacement for Bronx residents.

Job Title: Development and Communications Manager

Responsibilities: The Development and Communications Manager will be responsible for raising the grant funding for the annual budget of the organization and advancing the public presence of the work of the organization. Working with the Managing Director of Strategy and Planning, the Development and Communications Manager will be expected to manage the existing funding sources while increasing the grant driven revenue for the organization to fully support the organization's projected growth. S/he will be responsible for:

- Grant writing and reporting
- Philanthropic prospecting
- Maintaining grant tracking and reporting systems
- Managing and collaborating with the development consultant
- Working with program staff to maintain updated fundraising materials and prospective programmatic budget needs
- Designing and initiating individual donor development campaign
- Publish regular newsletter
- Maintain website and social media platforms
- Coordinate with all program areas to ensure appropriate, current stories and information are being disseminated to the public and our stakeholders
- Work with media outlets on a limited basis

Required Skills and Capacities:

- Grant writing
- Foundation prospecting research
- Ability to take complex subjects and communicate them clearly, simply, and powerfully

- Ability to translate jargon and technical language into straightforward communications
- Commitment to social inclusion, anti-oppression, racial, sexual, and economic justice.
- Strong research and communication skills. Need to be able to quickly and thoroughly research foundations, programs, boards, program officers, and track current trends.
- Familiarity with one of the following topics and fields: community and economic development, urban planning, social justice, community organizing, or related area.
- Graduate degree or equivalent experience.
- Comfortable working with technology platforms for communications, planning and management – including project management (e.g. Asana), online database systems (e.g. Airtable), and communications (e.g. Slack).

Preferred Skills

- Prior experience in any of the following:
 - Individual donor development
 - Grassroots fundraising
 - Communications for organization or company
 - Maintaining social media presence for organization or company
- Spanish fluency
- Experience living and working in the Bronx and NYC.

Compensation: Commensurate with experience.

Applying: Please send resume and cover letter to jobs@commonwise.nyc. Applications will be reviewed on a rolling basis.

People of color, people with disabilities, women, and LGBTQ candidates are strongly encouraged to apply. We are committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities.

CommonWise Education is an equal opportunity employer and prohibits discriminatory employment actions and treatment against employees and applicants for employment based on actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, past incarceration, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by law, as is harassment based on any of the above-protected categories.