



THE CENTER FOR URBAN PEDAGOGY

CUP Seeks Development & Communications Director

The Center for Urban Pedagogy (CUP) seeks a highly motivated fundraising professional with a strong interest in design and social justice to join our growing team as the Development & Communications Director. We are seeking an entrepreneurial individual who is excited to lead a collaborative effort to develop our organizations' capacity in fundraising and communications, and to increase the impact of our work.

CUP is a nonprofit organization that uses the power of design and art to increase meaningful civic engagement, particularly among historically under-represented communities. CUP collaborates with designers, educators, advocates, students, and communities to make educational tools that demystify complex policy and planning issues. We believe that increasing understanding of how these systems work is the first step to better, more equitable, and more diverse community participation.

Find out more about our work at <http://welcometoCUP.org>

More about the position:

The Development & Communications Director will report to the Executive Director, and will work in close collaboration with CUP's six full-time staff members, as well as board members and volunteers. Additional assistance will be available as needed and warranted to meet the demands of a growing organization. This will be a full-time, salaried position, with a start date in early 2014.

CUP is a great place to work! We are looking for someone who can contribute to our positive, hard-working, creative, and fun office environment.

The responsibilities of the Development & Communications Director will include:

- **Grants.** Overseeing foundation grants and corporate support, including identifying sources, cultivating relationships, writing proposals, developing budgets, managing the application and reporting processes
- **Individual giving.** Overseeing individual giving, including annual appeal campaign, completing build out of our new CRM system, and working with ED to develop individual donor strategy and implement it with ED and board
- **Annual events.** Managing all aspects of annual fundraising event(s), with staff and external support
- **Strategic planning.** Participating in organizational strategic planning efforts; working with ED to develop overall long-term fundraising strategies and to implement them; and working with program managers to identify program funding needs and strategic opportunities, and to work together to address them
- **New opportunities.** Identifying new and innovative funding leads, prospects, and strategic opportunities for the organization
- **Management.** Managing interns, volunteers, and staff as needed on fundraising and communications efforts
- **Communications.** Overseeing organizational communications, such as:
 - Developing and overseeing long-term communications strategy
 - Managing press contacts, requests, press releases, and outreach
 - Coordinating messaging for social media
 - Serve as public face for CUP to funders, event participants, and the public, as needed

- Overseeing, with assistance from other staff, regular organizational communications, including monthly emails, web updates, etc.
- Participating in program-related activities, such as CUP project launch events and community workshops

The ideal candidate will have:

- A strong commitment to CUP's work and to social justice
- Excellent writing skills, and demonstrated ability to write strong, compelling, and succinct grant proposals
- Excellent verbal and interpersonal communication skills and ability to effectively communicate with people from a variety of backgrounds
- A Bachelor's degree, and 3 or more years of experience in nonprofit development work
- Demonstrated experience with grant writing and management, and corporate and foundation relations
- A high level of organization and attention to detail
- Experience with publicity and press relations
- Experience with fundraising databases
- Experience coordinating events
- Ability to delegate effectively
- Ability to work in an intensely collaborative, non-hierarchical environment
- Interest in working with a small but growing organization, and flexibility to adapt as organization grows
- Excellent computer skills, including Microsoft Office and databases; familiarity with Adobe Creative Suite is a plus
- Budgeting experience a plus

Salary commensurate with experience, and includes health insurance and other benefits. CUP is a small but growing organization, with a projected operating budget of \$700,000 in 2014.

To apply, please mail application materials in a single PDF document of no more than 3 MB, to apply@welcometocup.org with the subject line "Development Director." Your application should include: a resume including salary history, a cover letter detailing your relevant experience and interest in the position, a list of three professional references with contact information (please do not send letters of recommendation), and a short writing sample (3-5 pages, ideally from a grant proposal or other development-related work).

Applications are due Friday, December 13th. (Selected candidates will be expected to be available for in-person interviews in early January.)

No phone calls, please.

CUP is an equal opportunity employer and strongly encourages people of color, women, LGBTQ, and disabled candidates to apply.