#

**Keep Louisiana Beautiful Development and Communications Manager**

**POSITION SUMMARY**

The Development and Communications Manager is responsible for managing the fundraising and communication efforts for Keep Louisiana Beautiful. This position’s primary responsibility is to create and manage a membership program, secure corporate sponsorships, and identify other funding sources. Secondary responsibilities include handling the marketing and communication duties to heighten awareness and educate the public on waste reduction, recycling, litter prevention, environmental stewardship and community enhancement issues. This position provides support as needed for programs and marketing events.

This is a full-time 40 hours a week position reporting directly to the Executive Director. Regular work hours are Monday to Friday from 8:00 am to 4:00 pm. The office is located in Mandeville, Louisiana. Medical benefits are offered. Occasional weekend, after-hours and in-state travel required. Work performed with minimal supervision. Bachelor’s degree and at least 3 years of fundraising and communications experience required. Knowledge of Word, Excel required. Knowledge of Word Press, Cognito, and Abobe Illustrator helpful. Competitive salary based on experience.

Submit cover letter and resume to srussell@keeplouisianabeautiful.org. No phone calls accepted. Deadline to submit is March 29th.

**JOB RESPONSIBILITIES**

 **DEVELOPMENT**

* Cultivate and manage key stakeholder relationships
* Create, implement and manage fundraising initiatives including membership, corporate sponsorships and individual solicitations
* Secure sponsors for the annual conference, awards banquet and Love the Boot Week
* Work with the Board of Directors and Executive Director to create and manage fundraising plan
* Manage donor and stakeholder accounts using Little Green Light program

**COMMUNICATIONS AND PUBLIC RELATIONS**

* Update content and manage the KLB website using WordPress.
* Write and produce promotional and educational materials
* Manage all social media platforms
* Manage the Love the Boot Week media campaign
* Write and distribute the electronic newsletter
* Prepare speeches and presentations as needed
* Secure and track print and digital media
* Oversee the collection and reporting of KLB’s and the KAB affiliate network impacts
* Oversee the production of audio and video segments
* Act as agency spokesperson as directed by the Executive Director

**ADMINISTRATIVE**

* Generate activity reports and summaries as needed
* Respond to letter, email and telephone requests for information or technical assistance appropriately
* Assist staff as needed to implement KLB projects and special events

**EDUCATION, SKILLS AND ABILITIES**

**Education/Experience**

* Bachelor’s degree required
* At least 3 years of fundraising experience required
* At least 3 years of marketing, communcations and/or public relations experience required
* Non-profit management experience helpful
* Grant and proposal writing experience desired
* At least three references required

**Necessary Skills and Abilities**

* Congenial, helpful with a willingness to accept new challenges
* Excellent written and oral communication skills
* Creative thinker with good problem solving skills
* Highly motivated, self-starter with exceptional organizational skills
* Works well independently or as part of a team in a fast-paced environment
* Strong working knowledge of Excel, Word, and Powerpoint
* Adobe Photoshop and/or Adobe Illustrator experience helpful
* WordPress, Cognito and Litter Green Light experience helpful
* Proficient with social media
* Work effectively and collaboratively with local community leaders, government elected officials, local government staff, state agencies, KLB affiliates and other groups
* Knowledge of basic business/office practices
* Establish and maintain effective working relationships with KLB board, advisory board, affiliates and staff
* Maintain driver’s license and a good driving record
* Able to travel within the state as needed
* Able to work nights and weekends occasionally

# Physical Demands

* Must be able to hear, speak and see
* Must be able to sit five (5) to eight (8) hours daily
* Must be able to stand for two (2) to five (5) hours daily
* Must be able to drive a car
* Must be able to bend, stretch and carry up to 20 pounds
* Must be able to assemble and disassemble exhibits

Keep Louisiana Beautiful is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national or ethic origin, disability, age or sexual orientation.