



Vacancy: Safe Return Project Communications Manager

ABOUT SAFE RETURN PROJECT

The Safe Return Project is dedicated to creating an equitable and healthy environment for Contra Costa County resident's young and old returning home to their communities from incarceration. Safe Return Project members engage the community through research and community organizing. **Our goal is to educate our communities on the needs of those returning home from incarceration, to transform systems that impact those returning home from incarceration, and to shift the dominate narratives in communities that receive and serve men, women, and youth coming home from incarceration, from one of fear to one of acceptance and hope.** The Safe Return Project believes that breaking down barriers to employment, housing, and family reunification etc. for people coming home to our communities will give them a fighting chance at a successful reintegration. Our commitment is to true public safety in the form of multifaceted community based best practices at the grassroots level.

ABOUT THE POSITION

Safe Return Project is seeking a Communications Manager, who will provide direct support to the Director of Development and organizing staff in shaping and implementing the organization's mission to strengthen the infrastructure and capacity for fundraising and communications. We are seeking a development and communications professional with a passion for criminal/social justice who can help us expand our work in support of a growing network of grassroots organizations and movement leaders. Previous justice-involvement and/or those who have been impacted by the incarceration of a family member or loved one is a plus.

The Communications Manager will need to be an experienced and skilled writer, a strong project manager, excellent communicator, detail-oriented, and able to meet deadlines and adapt to changing needs and opportunities. As a member of a small team that requires extensive collaboration across the organization, and with external allies who support our work, this position will play a key role increasing and diversifying SRP's funding streams and refining our messaging to the broader community, external partners, and donors. A passion for social/racial/economic justice and an understanding of criminal justice and its intersecting issues is required.

RESPONSIBILITIES INCLUDE:

Development

- Co-lead individual donor cultivation and solicitation efforts alongside the Director of Development.
- Prepare and send donor acknowledgment and thank you letters.
- Assist Development Director with planning and execution of special events including donor cultivation and solicitation events.
- Assist and lead other projects and activities as assigned by the Director of Development.

Communications

- Develop and Oversee the execution of SRP's comprehensive communications plan.
- Develop a quarterly donor-facing newsletter.
- Maintain up-to-date postings and oversee SRP's social media accounts and presence; and

- Identify external opportunities, including partnerships, affinity groups, conferences, etc., for promoting SRP's work to raise visibility and profile.
- Lead staff development and capacity building including training and supervision of organizing staff campaign communications strategies.
- Work with coalitions to build powerful County wide campaigns communications strategies.
- Facilitate small and large group meetings as well as trainings on effective communications with community leaders.
- Create materials necessary for organizing and campaign, including flyers, postcards, petitions, and social media post.
- Manage administrative systems, databases, and files for campaigns.
- Participate in weekly staff meetings, internal trainings, strategic and annual planning, implementation, and evaluation.
- Support "all hands-on deck" requests from Safe Return Project's campaign teams, including mobilization support, phone banking, civic engagement, and other activities.
- Write content for media and prepare other staff for interviews with reporters and other communications activities", and "Manage the social media communications for the organizations across various platforms, including Facebook and Instagram.

REQUIREMENTS:

- Excellent written and verbal communication skills.
- Must be able to prioritize and multi-task, while remaining unflappable.
- Professional, maintaining grace under fire, with a well-developed and appropriate sense of humor.
- Strong interpersonal skills, able to deal effectively with a wide range of persons; in particular people with different levels of access to wealth and class, people of different ages, races, cultures, religions, sexual orientations and identities; people with a history of incarceration, and people directly impacted by the criminal justice system.
- Excellent administrative skills.
- Comfortable and proficient with professional correspondence and editing, on OneDrive, Word, Excel, PowerPoint, mail merge functions, document formatting, etc.
- Experience with donor database and/or electronic admissions programs a plus.
- Experience with Zoom or other webinar and conferencing tools a plus.
- Experience with social media platforms such as Facebook, Twitter, and Instagram.
- Excellent research skills.
- Able to take direction, work in a team, and work independently.
- Able to maintain discretion with confidential information.
- Demonstrated alignment with the movement for SRP's mission of ending mass targeted incarceration and mass criminalization is a plus.
- Capacity to think strategically and analytically about social, economic, cultural, and political issues affecting a community.
- Passion for learning and taking on challenges.
- Commitment to disrupting the structural forces causing disparities and organizing for racial and economic justice.
- Ability to train and develop others.
- Desire to learn and openness to challenge.

- Ability to work as part of a strong staff team as well as independently; thrive in a fast-paced environment with minimal supervision.
- Must be flexible and willing to work nontraditional hours in a demanding and rapidly changing work environment.
- 3-5 years' relevant experience
- Must have a driver's license and reliable transportation.
- Must be able to adjust to evening and occasional weekend work.
- Utilize web 2.0/social media tools to engage individuals, inform the broader community and amplify our analysis and message.
- Formal education required.

COMPENSATION AND BENEFITS:

An average of 25-30 hours/week at \$20-35/hour commensurate with the candidate's experience and skills. Benefits include comprehensive health (medical, dental, and vision), and paid holiday, vacation, sick and family leave.

Safe Return Project/Social Good Fund provides an excellent working environment that encourages teamwork and recognizes high-quality self-development.

How to Apply:

Send your cover letter, resume, and writing sample to admin@safeturnprj.org with the **subject line "Safe Return Communications Manager"**. In your cover letter, please address the following questions:

1. What is your experience with the criminal justice system?
2. What does social justice mean to you?
3. When was the last time you stood up against injustice in your community?
4. Send a press release writing sample and a social media blitz writing sample.

Applications will be accepted on a rolling basis until the position is filled. The anticipated start date for this role is April 1, 2021.