



## **SUMMARY POSITION DESCRIPTION EXTERNAL AFFAIRS ASSOCIATE/MANAGER**

### **The Organization**

The Family Independence Initiative (FII) is a national organization developing a platform for social and economic mobility. Over the last decade, we have demonstrated that investing in people's strengths and initiative delivers stronger, more sustainable and cost-effective outcomes for working poor families. Our strength-based approach, as radical and as old as our democracy, is inspired by the historical successes of poor communities in the U.S.

FII has proven that galvanizing social networks in low-income communities, honoring the self-determination of individual families, and leveraging existing capacities results in dramatic community improvement. Our demonstrations in cities around the US deliver measurable results for families, funders, and policymakers to break the cycle of poverty.

FII is at an inflection point where tremendous potential exists for us to grow on a national scale. Recent media exposure and a growing set of influential supporters have positioned FII to expand its impact with the potential of creating a new attitude and system of support for working families. FII also has a growing cadre of families that are willing to act as advocates and who we will count on to begin a more ground up movement.

Headquartered in Oakland, California with projects in fourteen cities nationally, FII is supported primarily by private contributions from foundations and individuals. It has a current annual budget of \$8 million.

### **The Position**

Reporting to the Vice President of External Affairs, the External Affairs Associate will be responsible for supporting the External Affairs team which has oversight on all revenue generation, external partnership building, and communications for FII's headquarters and our demonstration sites. The External Affairs Associate will be a crucial member of a very lean team currently raising \$8M in a rapidly scaling organization. They will provide research, writing, systems management, and donor/market analytics to the Directors of Institutional Giving, Individual Giving, and Communications. This role would be ideal for someone with strong research, administrative, and writing skills who wants to be part of a small team while expanding their knowledge and skills in fundraising, communications, and strategy.

They must fully embrace, understand, and articulate FII's mission and approach; and have a deep belief in the capacity low-income families and communities have to lead themselves toward social and economic stability. FII is also a virtual organization, with staff working remotely from their home offices, meeting occasionally in person at FII's corporate offices and virtually weekly in conference calls and teleconferences. A successful candidate will be able to demonstrate ability to work remotely and individually while engaging with all team members. We will consider candidates from any state in which we currently operate but have a preference to candidates located in California and Massachusetts.



## Responsibilities

- Support the revenue generation team as a crucial back office staff member to ensure relationship managers have the information needed to be successful which includes but is not limited to:
  - Conduct donor and prospect research determining strategic alignment for FII and prepare profile reports for both institutions and individuals
  - Conduct market and policy research to guide the team in making strategic decisions for new and existing lines of work
  - Support solicitation efforts with national and local donors and prospects including but not limited to the implementation of the annual appeal and major donor appeals
  - Support the grant writing process including LOI's, proposals, and reports with data analysis and drafting written materials as appropriate
- Responsible for the management of our constituent relationship management system (Salesforce) which includes but is not limited to:
  - Ensuring all donor records are up to date and accurate
  - Running constituent records and financial records for monthly and yearly development and finance reports
  - Monthly revenue reconciliation between finance and Salesforce
  - Entering donor gifts in an accurate and timely fashion
  - Sending acknowledgement emails and preparing thank you card mailings
- Supporting communication efforts which include, but are not limited to:
  - Managing FII's URL (fii.org) with content updates
  - Writing and/or editing materials for FII's blog
  - Track relevant discourse to FII's strategic priorities and narrative change work
  - Managing FII's social media presence by tracking influencers in the field and posting approved content ensuring that FII's core messages are regularly communicated
  - Prepare raw communication analytics data for analysis

## Qualifications

- Bachelor's degree required
- Minimum of 2-5 years of fundraising or communications experience
- Deep desire to learn and grow professionally amongst a small team
- Demonstrated ability to work remotely and independently
- Exceptional written and verbal communication skills and impeccable research and data analysis, and internet/social media analytic skills
- Deep belief in the self-determination of low-income people and families and their capacity to lead their own mobility
- Experience working with low-income families and communities of color is a plus
- Priority will be made for candidates in Massachusetts and California
- Ability to travel, as needed, for in-person and occasional team meetings

## Compensation

This is a full-time position with a competitive benefits package, including medical, dental, and vision, 401(k), and vacation. Salary is commensurate with experience.

**To Apply:** Email cover letter describing your interest and qualifications and current resume to Ashley Sherwin, VP of External Affairs, at [ashley@fii.org](mailto:ashley@fii.org)