



**POSITION: Development & Communications Manager**

**REPORTS TO:** Executive Director

**Position Description** – The Development & Communications Manager strengthens the mission of Immanuel Community Services (ICS) by supporting fundraising, donor stewardship, storytelling and community engagement. This role partners closely with the Executive Director to share ICS’ values, impact and programs with donors, volunteers and the broader community.

**ABOUT IMMANUEL COMMUNITY SERVICES:** Immanuel Community Services (ICS) strives to alleviate the effects of poverty, hunger, homelessness and addiction by providing community-based social services to those in need through four programs in the South Lake Union neighborhood of Seattle. Through the SLU Food Bank at ICS, Dave’s Day Center at ICS, the ICS Recovery Shelter and ICS Community Lunch and Meal Program, we strive to build relationships and be a place where people can become connected and involved. Grounded in our deep commitment to equity, we stand alongside our neighbors to maintain dignity, rekindle hope and create a community of belonging.

**MAJOR RESPONSIBILITIES**

**Fundraising & Donor Stewardship:**

- Partner with the Executive Director in the implementation of fundraising, marketing and community engagement efforts.
- Manage the donor database to ensure accurate, timely and complete donor records.
- Process gifts and coordinate donor acknowledgments in a timely manner.
- Support annual giving efforts, including appeals and donor statements.
- Receive, track and acknowledge in-kind donations; maintain and update needs (wish) list.
- Assist with grant preparation by gathering data, stories and program information; coordinate grant reporting.

**Communications:**

- Collaborate with the Executive Director to create clear, compelling and dignity-centered communications that reflect ICS’ mission and values.
- Produce newsletters, postcards, flyers and other print and digital materials; coordinate printing and mailing as needed on a regular schedule.
- Manage email communications including design, list management and content.
- Ensure all communications are accurate, accessible, aligned with ICS’ voice and consistent with ICS branding.

**Digital Engagement:**

- Create and schedule content for ICS’ social media platforms that communicates ICS’ mission, programs, values, successes through storytelling and images.
- Monitor messages and engagement in a timely and compassionate manner.
- Maintain and update website content to ensure accuracy and relevance.

### **Organizational Support**

- Maintain volunteer data and support volunteer communications and recognition in collaboration with program staff.
- Track and maintain program data for use in fundraising, reporting and communication materials.
- Provide general office support related to development and communications functions.
- Provide cross-team support for program staff, as needed.
- Create and post program notices and updates as needed.
- Other duties as assigned.

### **QUALIFICATIONS:**

- Strong verbal and written communication skills.
- Excellent organizational skills with strong attention to detail.
- Proficiency in basic computer skills including database management, Microsoft365, WordPress, email marketing tools, social media platforms and basic design tools.
- Thrives in both independent work and collaborative, team-based environments.
- Ability to manage multiple projects and deadlines.
- Bachelor's Degree or equivalent experience.
- General knowledge, or a willingness to learn, about homelessness, hunger and related issues.
- Commitment to equity, dignity and trauma-informed communication.
- A desire to make a meaningful impact and the strong interpersonal skills needed to work well with both staff and clients.

### **COMPENSATION & COMMITMENTS:**

- ICS is committed to wage equity and transparency. Compensation for this role is \$26.00 - 32.00/hr.
- Full-time; 40 hrs./week. Additional hours may be required on weekends & during special events.
- ICS values the health of its employees and strongly endorses the importance of a balanced work/life. ICS provides eleven paid holidays and four weeks PTO per year.
- ICS offers health/dental/vision, retirement and covers employee portions of Washington Long Term Care and Washington Paid Family Leave.

### **To apply, please send resume and cover letter to:**

Shawna McMahon, Executive Director  
Immanuel Community Services  
[jobs@icsseattle.org](mailto:jobs@icsseattle.org)

*We believe that equity strengthens our work and our community. We welcome candidates who bring diverse perspectives, identities and experiences.*

***Immanuel Community Services is an Equal Opportunity Employer: Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status or any other class protected by law.***