

WANA Director of Development, Finance and Communications

The Director of Development, Finance & Communications will maintain and expand grant writing, individual and corporate fundraising; manage and oversee financial and budget operations; and direct communications including print and social media for a new and growing non-profit. The Director is a member of the Executive Team, flexible work schedule, not entirely on-site, full-time with benefits.

Skills and Qualifications:

- Knowledge of and experience with fundraising strategies and donor relations in the non-profit sector.
- Proficient in Excel; comfortable and proficient in use of email, Google for Non-Profits; experience with QuickBooks a plus.
- Exceptional skills in building new relationships, communicating (written, verbal, online); strong public speaking ability.
- Commitment to and training in community organizing, liberation movements, inclusion/equity, conflict mediation, and/or non-violent communication.
- Minimum 1+ year experience working with people or lived experience of homelessness and/or food insecurity; experience working with and/or lived experience as immigrant/asylum seekers preferred.
- Excellent supervisory, organizational, and administrative skills; careful attention to detail.
- Ability to refrain from judgment when confronted with something new, unusual, repellent, or frustrating.
- Skills and experience in building community.
- Ability to manage a demanding workload and consistent follow-through.
- Flexibility to work independently and collaboratively with all levels of staff/volunteers.
- Flexibility, creativity, and love for people; commitment to recognizing, understanding, celebrating and utilizing differences in a multicultural community; experience working in multicultural communities required.
- Fluency in another language a plus, Spanish preferred.
- Knowledge of local city politics, organizations and culture preferred.

For more information, contact mary@wanacommunitycenter.org. A detailed job description is available upon request. To apply, please send cover letter and resume to mary@wanacommunitycenter.org.

For more information about the organization, please see our website <https://www.wanacommunitycenter.org/>

WANA is an affirmative action/equal opportunity employer; the Board of WANA has made racial and gender equity a primary focus of the organization.