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Suite 540
Seattle, Washington 98103

JOB ANNOUNCEMENT
Digital Communications and Fundraising Manager
Location: Remote (in the U.S.)

POSITION SUMMARY

Toxic-Free Future (TFF) is looking for a Digital Communications and Fundraising Manager to join our team! This role is responsible for managing digital communications and supporter engagement strategies to raise money and win campaigns for all of TFF's programs. This position is supervised jointly by the Communications Director and Senior Development Manager and works closely with the Mobilization Director, and Administrative Director.

This position supports the organization's campaigns, communications, fundraising, and administrative efforts across all of its programs. The role requires a strong, self-disciplined, well-organized, and tech-savvy communicator with a flexible personality, positive attitude, and willingness to learn.

This position is full-time with a preference to be located in Seattle, WA. Other locations will be considered but will require travel up to 6 times per year, as needed. If remote, this role has the option to report in-person to offices located in Seattle, WA or Washington, D.C.

ABOUT TOXIC-FREE FUTURE

Toxic-Free Future (TFF) is a national advocacy organization working at the state, federal and consumer levels to reduce or eliminate toxic chemicals that harm our health and the environment. TFF believes everyone has a right to a healthy and toxic-free environment, especially disproportionately impacted Black, Indigenous and people of color (BIPOC) communities, and workers most impacted by the production, use, and disposal of toxic chemicals. TFF takes on reforming flawed systems and wins policy and market change that protects the most vulnerable. We are a growing organization with a passionate, collaborative and dedicated staff.

TOXICFREEFUTURE.ORG

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supporter Data Management

- Develop and implement a strategic plan for data management of digital platforms with a goal of strengthening existing relationships with funders, activists, partners, and supporters, as well as expanding our donor base and growing our email list.
- Navigate the Salsa Engage and Action Network advocacy and communications software to maximize its functionalities most suitable to TFF needs.
- Maintain Salesforce database alongside TFF's Salesforce administrator.
- Track and manage analytics across platforms to measure and improve organizational reach over time alongside TFF's Communications Director.
- Provide staff with regular insights to topline analytics summaries to enable informed decision-making in fundraising, advocacy, and donor experience for TFF and its brands.

Fundraising Management

- Working with the Senior Development Manager, design and implement an online fundraising plan for giving campaigns throughout the year.
- Write, set up, and send fundraising and supporter engagement emails.
- Deliver analytics on individual email results.
- Manage and implement gift entry and acknowledgment.
- Maintain accurate donor records, day to day tracking of correspondence with donors, and monitoring of metrics and analysis of fundraising campaigns.

Website and Content Management

- Update pages; write and post content; find, resize, and post images as directed.
- Effectively navigate CMS platform backends including WordPress, Squarespace, and others.
- Alongside Mobilization Director, implement strategic plans around social media and email lists to grow and engage followers and supporters.
- Draft engaging content for blog posts, emails, social media, etc., as needed.
- Act as a liaison to TFF website maintenance contractor to tackle higher-level website needs while tracking and staying within budget.
- Consistently track and analyze website and communications analytics across brands, providing timely reports to staff at weekly meetings.

Other

- Collect and organize data to help measure and communicate our team's impact on a regular basis.

- Alongside Communications Director, oversee internal editorial calendar and alert team about collaboration moments. Help execute “mini-digital campaigns” around priority moments as they present themselves.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor’s degree and a minimum of 3 years of work experience in digital communications or similar field.
- Demonstrated success with online and other fundraising.
- Experience using CMS and CRM platforms.
- Experience using multiple social media channels for online organizing and fundraising campaigns.
- Ability to adapt quickly and easily to new technology and digital platforms.
- Ability to effectively absorb and gain a strong command of TFF issues, campaigns, and priorities as well as those of its programs.
- Strong writing skills showcased through high quality and mistake-free content
- Working knowledge of nonprofit advocacy, communications, fundraising, and data analytics.
- Excellent organizational and project management skills, and the ability to adapt and pivot rapidly to evolving priorities and deadlines.
- Demonstrated ability to work well in a team environment, to handle multiple projects simultaneously, to successfully complete work under short- and long-term deadlines.
- Positive and flexible attitude.
- Ability to manage creative projects efficiently and resourcefully for ambitious work with limited resources.
- Proven track record for being a self-starter and working independently.
- A demonstrated commitment to social equity and racial justice and an eagerness to understand how these issues play out in communities impacted by toxic chemical exposures.
- Curiosity and joy of learning, with a collaborative spirit that seeks to listen, give, and receive feedback thoughtfully, and continually grow and improve.

PREFERRED QUALIFICATIONS

- Strongly prefer Salesforce experience.
- Experience using Salsa Engage, Action Network, WordPress, Squarespace, and/or Meltwater.

- Experience in organizing and community outreach, political advocacy/campaigning, advertising, strategic planning, impact evaluation, or public affairs.
- Basic web development, HTML, and CSS skills are helpful, but not required.

EQUAL OPPORTUNITY EMPLOYMENT, EQUITY AND INCLUSION

TFF is committed to providing an inclusive environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, political affiliation, amnesty, or status as a covered veteran, in accordance with all applicable federal, state and local laws. TFF believes that diversity and inclusion are critical to our success as an advocacy organization working to protect the health of all citizens from harmful chemicals. TFF seeks to recruit, develop and retain the most talented people from a diverse candidate pool, and foster an inclusive environment. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, leaves of absence, compensation and training.

COMPENSATION

This is a full time, exempt position. Starting salary is \$60,000 – \$65,000 annually, dependent upon skills and experience. We also offer a generous benefits package including employer-paid medical, dental and vision insurance, monthly wellness benefit, flexible spending account, paid vacation, 10 paid holidays per year, and a SIMPLE IRA retirement plan with an annual employer contribution.

TO APPLY

- Please email a resume and cover letter in pdf format to jobs@toxicfreefuture.org.
- Please put DIGITAL MANAGER in the subject line of the email and address the cover letter to Marlyn Twitchell, Deputy Director.
- Interviews will be conducted on a rolling basis and the position is open until filled.

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