



A GLIMMER OF HOPE
ELIMINATE POVERTY. ILLUMINATE LIVES.

COMMUNICATIONS & DEVELOPMENT MANAGER

Glimmer is hiring a full-time communications and development manager at our headquarters in Austin, Texas. We are seeking someone who is a self-starter and effective communicator to be a part of our fundraising and communications team. The ideal candidate has five to 10 years' experience in fundraising, communications and/or client management.

CANDIDATE PROFILE:

- **Strong project management ability:** The communications and development manager will effectively manage projects and people within and outside of the communications team. The ability to constantly prioritize, produce high-quality work and meet deadlines is necessary to be successful in this position.
- **Effective writer:** Organized and clear writing ability is required. Must be able to develop clear, detailed reports on programmatic impacts, as well as compelling stories and messaging.
- **Creative thinker:** The communications and development manager will consistently develop creative ideas for sharing Glimmer's approach and impact with various audiences.
- **Strategic planner:** To be successful, this position requires the ability to think critically about the best ways to reach our team's and organization's goals.
- **Collaborative:** Partnership in creating and executing plans, and working across teams and offices effectively are key aspects of this role.

KEY RESPONSIBILITIES:

- Lead the development of grant proposals and reports.
- Inform and implement fundraising strategies.
- Serve as manager of mid-level foundation accounts and support high-level foundation accounts.
- Develop and manage major content pieces, including the organization's annual report, monitoring and evaluation reports, individual donor reports, blog posts, etc. Synthesize programmatic information and data into clear, concise content for print and online channels.
- Closely collaborate with communications and programs staff in Austin and Ethiopia to ensure alignment and effective information sharing. Manage designers and other contractors (experience with design software a bonus).
- Proactively identify opportunities to expand the organization's fundraising outreach.
- Serve as communications consultant for Glimmer's Austin grantmaking arm.
- Conduct and oversee research projects to inform our fundraising and program strategies.

This position will also provide the opportunity to work on other special initiatives and projects in support of our fundraising objectives and potentially travel to Ethiopia.

WHAT WE'RE OFFERING:

- Exposure to the people and places of Ethiopia, by being a part of the life-changing work that we do.
- A committed and dedicated team that works hard but also takes time to recharge.
- 4+ weeks of paid time off.
- Retirement plan matching up to 3% of your salary.
- Health, dental, vision, disability and life insurance.
- Medical and Dependent Care FSA available.
- Fun office environment with several annual, offsite teambuilding activities, bi-weekly lunches, and coffee-loving and health-conscious coworkers.

TO APPLY:

Please [fill out this application form](#). No calls, please.