

## Grants and Communications Manager

**Reports to:** Executive Director

**Classification:** Exempt

**Status:** Full-time

**Organization Description:** Southside Community Land Trust builds a fair and accessible local food system in Rhode Island by offering access to land, training, resources and support to community and backyard gardeners, beginning farmers and young people.

SCLT was founded in 1981 when residents of South Providence and newly arrived Hmong refugees worked together to grow culturally familiar, nutritious food in the area's first community garden. Somerset Garden not only improved residents' diets and economic self-reliance, it stabilized a neighborhood weakened by arson, neglect and crime. Today, the most significant obstacle to accomplishing our work is the racial injustice that denies Black, Latinx, Asian, Indigenous and all people of color equal access to fresh, healthy and affordable food.

SCLT leases land to 25 farmers who supply fresh fruits and vegetables to 13 farmers markets, roughly 100 food businesses and restaurants and six CSAs. We support a network of 60 community gardens and farms, feeding over 15,000 people every year. We operate three production farms in Providence and Pawtucket where we practice, demonstrate and train others in bio-intensive, small-scale agricultural production. We helped found three farmers markets as well as three growers' collaboratives that enable individual farmers to bring their produce to market.

**Position Description:** Reporting to the Executive Director, the Grants and Communications Manager is principally responsible for the development and execution of the organization's grant cultivation strategy. In addition, the Grants and Communications Manager oversees communication strategies that build relationships between the organization and its members, donors, funders, volunteers, community partners and media by clearly articulating SCLT's mission, goals and accomplishments. This position oversees SCLT's full-time Grants and Communications Coordinator and part-time SCLT Grants Management Coordinator.

### **Job Duties:**

#### **Grant Strategy:**

- Raises a portion of the organization's annual budget by securing grants through local, state and federal sources.
- Works with the Executive Director and Program Staff to develop successful appeals for new and existing funders.
- Manages the annual grants calendar. Oversees and supports the timely submission and reporting of an estimate of 35 grant proposals each year.
- Supervises the Grants and Communications Coordinator and Grants Management Coordinator.

- Develops and maintains ongoing relationship with grant funders and their program officers. Arranges site visits with funders.
- Manages the portfolio of existing grant relationships and conducts grant prospect research.
- Maintains hard copy and electronic files of grant proposals, agreements, contracts and reports.

### **Communications:**

- Works with the Executive Director and Development Director on appropriate website content, and media communications to support the overall development strategies, objectives, annual appeal, membership drive and key events.
- Collaborates with the Executive Director and SCLT staff to develop an overall communications strategy.
- Works with the Grants & Communications Coordinator to plan and develop a social media strategy. Includes coordinating the production and dissemination of newsletters, press releases, website posts and other content.
- Delivers information to media outlets and community partners about programs and events.
- Cultivates relationships with media professionals to generate newspaper articles, television and/or radio features/interviews, and other media attention.
- Writes and provides support for the annual report, membership and annual appeal communications.
- Create and maintain promotional materials for SCLT programs in coordination with SCLT staff and promote events in multiple media outlets.
- Oversee staff to track social media performance and provides guidance on how to adjust messages and media as necessary.
- Works with the team to create and update content for SCLT's website, including but not limited to timely news stories, programs and event descriptions, etc.
- Maintain SCLT's grant contracts.
- Supports SCLT's Fall Annual Fund, and Spring Membership campaigns.
- Professionally represents SCLT within the community. Provide staff support for public and fundraising events.
- Performs all other duties as assigned.

### **Desired Experience, Education, Knowledge, and Skills**

- Experience, knowledge and interest in non-profit organizations, local food systems, federal grant applications and reporting, fundraising and communications.
- Exceptional writing, organizational and communication skills. Must have the ability to write for a diverse audience while being mindful of elements of cultural, economic and ethnic diversity.
- Demonstrated experience with, and commitment to, work that advances race equity and social justice.

- Proficiency in Excel, Word, Gmail, WordPress, email marketing, grants management software and donor-based software desired.
- Three to six years of grant writing experience required.
- One year of managerial experience required.
- Providence, Pawtucket or Central Falls area resident.
- Valid driver's license and clean driving record
- Skills in any of the following languages including: Spanish, Swahili, Kinyarwanda/Kirundi, Portuguese, Cape Verdean Creole, Hmong, French, Kunama, Burmese Haitian Creole, Khmer, and Lao. Or any language spoken by under-resourced communities in South Providence, Pawtucket and Central Falls.

SCLT welcomes your application even if you do not possess all of the attributes listed above. The organization values both life and on-the-job experience and we consider these in all hiring decisions.

If needed: While performing the duties of this job, the employee must have the physical ability to occasionally move and lift heavy objects up to 35 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Schedule is** Monday through Friday. 40 hours per week. Generally, 9-5. This position will be asked to participate in weekly team and all staff meetings, monthly race equity staff meetings, occasional all staff events, professional development activities and all other responsibilities as assigned. Some evening and weekend work is required.

**Compensation** for this position will be \$55,000 - \$70,000 and set based on prior relevant experience. In addition to paid holidays that occur during your regular work schedule, the position receives 22 paid days off per calendar year. This position also qualifies for health and dental insurance through SCLT; if the employee has medical coverage elsewhere, they will be offered \$400 of benefit pay per month to offset premium costs.

SCLT is an equal opportunity employer. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation, and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. We are committed to building a team that includes leadership from the communities that we serve and that represents a variety of backgrounds, perspectives, and skills. Bilingual applicants are strongly encouraged – see above list of desired languages.

Interested candidates should submit a resume and cover letter to Marley Bessette at [mbessette@insourceservices.com](mailto:mbessette@insourceservices.com). Please indicate "Grants and Communications Manager" in the subject line of the email. Applications will be accepted until the position is filled. Projected start date is December 4, 2023.