



## **Communications and Development Manager, Connecticut**

**All Our Kin**, Inc., a nationally-recognized, Connecticut-based nonprofit organization that trains, supports, and sustains community child care providers to ensure that children and families have the foundation they need to succeed in school and in life, seeks a Communications and Development Manager to develop strong infrastructure for meeting communications and development needs in a rapidly growing organization. This is a full time position.

All Our Kin first opened its doors in a New Haven housing development in 1999 with two staff members, six mothers, six children, and one core belief: all children deserve access to high-quality early learning opportunities. As Connecticut has explored ways to sustain high-quality child care in a time of great economic hardship, communities and agencies throughout the state have sought to learn from and build on All Our Kin's best practices. In response to this demand, All Our Kin expanded beyond New Haven, and is currently serving providers in Bridgeport, Norwalk, Stamford and New York City as well. Today, we serve over 400 family child care providers; these parents and educators in turn serve over 2,400 children in our community. To learn more about our work, please visit [www.allourkin.org](http://www.allourkin.org).

We are searching for enthusiastic team players who are looking to make an impact and are excited about being a part of an effective, growing and dynamic nonprofit organization. We offer competitive salary and benefits, a flexible schedule, and the opportunity to work with a team of skilled and motivated professionals. All Our Kin has offices in New Haven, Bridgeport, Stamford and the Bronx. The Communications and Development manager will report to the Chief Executive Officer and work out of the New Haven office. However, s/he will need to occasionally travel to the other All Our Kin offices.

Key responsibilities of the Communications and Development Manager include:

- Supporting all organizational communication with external stakeholders, including community leaders, donors, board and advisory board members, families and family child care providers
  - Crafting strong cross-site communication strategy across multiple audiences
  - Preparing, reviewing and/or providing feedback on speeches and presentations delivered by members of All Our Kin's Leadership Team
  - Launching new AOK website and updating all branded materials (physical and digital)
  - Leading development of Communications team
  - Working within All Our Kin to ensure consistent messaging across programs and sites
  - Partnering with the Policy Associate to further All Our Kin's work reframing the public narrative and valuing of family child care and infant/toddler care
  - Managing All Our Kin's social media presence, including Facebook, Twitter, Instagram, and Wordpress

- Developing and maintaining relationships with key media contacts
- Overseeing all fundraising activities to ensure All Our Kin can meet its ambitious growth plan
  - Strengthening and creating new systems for fundraising
  - Improving individual donor cultivation
  - Supervising Development associate and leading growth of Development team
  - Working closely with Finance team and other internal stakeholders to ensure all funding requirements are satisfied in a timely manner.

**The Ideal Candidate Will:**

- Believe in the All Our Kin mission and have a deep commitment to the well-being of children, families, and child care providers,
- Have strong written and oral communication skills,
- Have facility using multiple media to tell stories and craft messages, including infographics, design, and Powerpoint presentations,
- Possess the flexibility to craft messages that resonate with multiple audiences across sectors (early childhood, health, workforce development, etc.),
- Be committed to building strong and authentic relationships with diverse stakeholders, both internally and externally, including family child care providers, staff, funders, and others
- Possess excellent project management skills,
- Be highly entrepreneurial,
- Have strong organizational skills and attention to detail, with a demonstrated ability to work independently,
- Have a Bachelor’s degree; advanced degree preferred,
- Be available and willing to work some evenings and weekend days.

Bilingual candidates (English & Spanish) are strongly encouraged to apply.

**Benefits of Working at All Our Kin**

All Our Kin’s small size, focus on innovation, and collaborative model of program development make it possible for staff members to get a close look at the workings of a growing, high-impact nonprofit organization at the cusp of two critical issues: job creation and child care. The organization’s commitment to mentorship and professional development guarantee that each staff member will receive individual time and attention, and will serve as an integral member of our highly skilled and mission-driven team. All Our Kin is a rapidly growing organization and we strongly believe in developing and growing staff members along with the organization.

All Our Kin is an equal opportunity employer and recognizes that diversity and opportunity are fundamental to children’s lives and to our work. To apply please email a cover letter and resume to : [job.mv163@allourkin.recruitee.com](mailto:job.mv163@allourkin.recruitee.com)