



Job Description for:
Communications and Sustainability Director

Overview

Ujima, Inc: The National Center on Violence Against Women in the Black Community (Ujima) was founded in 2015 in response to a need for an active approach to ending violence against women in the Black community. The name Ujima was derived from the Kwanzaa Principle of “Ujima,” which means Collective Work and Responsibility. This principle is critical to addressing violence against Black women in the United States. Ujima, through its education and outreach, training and technical assistance, resource development, research, and public policy efforts, mobilizes the Black community and allies to strengthen our families, recognizing that the safety and viability of our families is connected to the health and well-being of our individual neighborhoods and communities at large. We define the Black community as the African Diaspora in its broadest sense, e.g., Black Americans (descendants of the enslaved in the U.S.); African immigrants, refugees, and asylees; Afro-Caribbeans; and Afro-Latinx.

Position Description:

The successful candidate will assist in scaling the sustainability strategy and public presence of the organization. This position will also be responsible for developing a communications plan that embodies the vision and mission of the organization. The Communications and Sustainability Director will provide leadership on all fundraising initiatives including special events, major gifts, planned giving, sponsorships, donor cultivation and grant writing. The position will identify, organize, and manage Ujima’s fundraising activities with a focus on new opportunities to obtain ongoing and increased support from government agencies, corporations, public and private organizations, and individuals.

Job Summary:

Communications

- Work closely with Communications Consultants and Ujima staff to develop and drive communications and media placement strategies from conception to implementation for specific projects and broader domestic violence issue areas.
- Prepare team members for media interviews.
- Assist with the development of key messages and draft press releases and other PR and marketing materials.
- Assist with writing, editing and production for website, blogs, and podcasts.
- Provide direction and implementation support for capturing and sharing stories of Ujima and the survivors and organizations we represent.
- In partnership with the Policy Team, identify and develop strategies that engage survivors, community activists, and culturally specific organizations to build a broader, engaged and educated base of support for the Ujima’s policy priorities.
- Gather relevant information to communicate the experience and needs of survivors of domestic violence, sexual assault, and community violence from the Black community to the broader public and government stakeholders.

- Develop programming to support ethical collection and sharing of stories of survivors use these stories to impact policy, advocacy, and funding.
- Identify successful communications strategies and work with staff and supporters.
- Build and execute a digital strategy for communicating with Ujima's constituents through email, mobile and social media.

Sustainability

- Develop and implement a multi-year funding sustainability plan to support the fiscal needs of the organization.
- Lead all aspects of the organization's grants management—prospect research, proposal creation, report tracking, and production.
- Prepare professional, creative, and comprehensive donor materials, including program-specific materials and slide decks.
- Assists in donor cultivation efforts – develop call list, scheduling, and other donor follow-up.
- Train and support members of Ujima's Board of Directors on implementing fund development best practices.
- Direct team of staff, interns and consultants working on various communications projects.

Qualifications:

- Passion for addressing systemic oppression in all forms and comfort with addressing the Ujima's collective work through a racial and social justice lens—Ujima recognizes that to truly address and ultimately prevent domestic violence it is critical to address systemic and racial inequities.
- Demonstrated commitment to eradicating violence, and a demonstrated commitment to the trauma informed, survivor-centered philosophy of Ujima.
- 8-10 years of relevant fund development and communications experience.
- Proven track record of achieving fundraising targets and goals.
- Proven relationship builder capable of initiating contact with prospective donors.
- Ability to articulate a compelling case for giving and financial support.
- Growth mindset that recognizes that welcomes regular, candid, and direct feedback.
- Comfort working in a start-up environment and pivoting to solutions as the organization grows.
- Comfort with multi-disciplinary team collaboration; not needing to work only in an isolated and autonomous way.

Skills

- Excellent oral and written communication skills which demonstrate a commitment to professionalism.
- Ability to manage multiple projects with overlapping deadlines.
- Ability to work independently as well as collaboratively in a small office setting.
- Strong communications skills necessary for effectively engaging existing and potential funders, and community members at-large.
- Ability to develop and maintain cooperative relationships with a diversity of individuals, organizations, and government agencies that support effective negotiation and networking necessary for advocacy with internal and external stakeholders.
- Excellent research skills.
- Knowledge of Microsoft Office Suite software, Adobe Acrobat, Google Workspace, Canva, Basecamp, and Zoom.
- Creativity and a desire to approach things in new ways.
- Superior organization skills which allow for efficient work flow and effective management of multiple concurrent projects.
- High level of independence and initiative.

- Strong team and coalition building skills.
- Willingness to travel locally and nationally with occasional overnight stays.
- Flexible scheduling to allow for work outside of regular business hours as requested.
- Ability to work in a fast-paced, cooperative, non-smoking, anti-violence environment.
- Creativity and a desire to approach things in new ways.
- Superior organization skills.
- High level of independence and initiative.
- Good judgment.

Reports to: Executive Director/Chief Executive Officer (CEO)

Supervises: Outreach and Engagement Manager

Employment Status: Full time, Exempt

To Apply: Send résumé, cover letter and two-page writing sample to Ujima Jobs, jobs@ujimacommunity.org

Closing Date: February 16, 2022

Equal Employment Opportunity

It is the policy of Ujima, Inc: The National Center on Violence Against Women in the Black Community to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. To find out more about Ujima, Inc., as well as other exciting and fulfilling career opportunities, please visit us at www.ujimacommunity.org/jobs/