



Kentucky Refugee Ministries, Louisville
Communications and Development Manager (full-time)

Summary

The Communications and Development Manager serves as a bridge-builder between the community and KRM. The role involves facilitating the strategy and execution of KRM Louisville's development and communications efforts. The work involves understanding the breadth of KRM's services, ways for community members to get involved, and the impact of financial contributions on the lives of refugees and immigrants in Kentucky.

Reporting to the Executive Director, this position collaborates often with the Board Development Committee, KRM Program Leaders, a development specialist, and an AmeriCorps VISTA service member. This role requires strong organizational skills and flexibility in order to pivot between independent work and responding to staff or agency needs.

Job Duties and Responsibilities

Development:

- Strategy and fund development
 - Partner with and support KRM leadership's donor relations, including stewardship, appreciation, and cultivation
 - Organize an annual donor appreciation activity/event (Feb-May)
 - Facilitate the Board Development Committee, including preparing agendas, arranging quarterly meetings, and engaging members in follow-up
 - Lead the Louisville office's participation in an annual online day of giving (September)
 - Serve on the event committee for the annual Global Gourmet fundraiser (September)
 - Organize direct mailings to donors: event invitations (2-3 times a year) and a direct financial appeal (November)
- Grant/Proposal development
 - Organize, with KRM leadership, the calendar of new and renewing proposals

- Collaborate with KRM leadership to research, write, and submit new funding proposals to institutions such as corporations, family or local foundations, and government funders
- Establish and maintain relationships with representatives from funding institutions, such as foundation program officers
- Build program budgets to accompany proposals
- Support staff with required grant reports and re-applications for current programs as needed

Communications:

- Content development
 - Create and manage a content calendar based on staff and agency needs with regard to program highlights, client stories, advocacy efforts, and events
 - Request referrals from staff for stories; interview clients and write stories that prioritize their voice
 - Maintain brand consistency, voice, and tone in all external agency communications
- Manage website, social media, email newsletters, mailings, and print materials
 - Write and send periodic email newsletters to constituents; review and approve the Volunteer Minute email newsletters
 - Manage ongoing website content updates, such as blog posts, the staff contact page, and the careers page
 - Manage ongoing content publication to KRM's social media channels for the Louisville office: Facebook, Instagram, and Twitter; utilize YouTube as needed, such as for arts and culture programming
 - Respond to community inquiries that arrive through KRM's "Contact" form and social media inboxes
 - Develop electronic and print materials (e.g., posters and fliers) for agency programs, events, and donor engagement
 - Facilitate the publication of an annual report/impact report in partnership with KRM's design vendor to highlight stories and programs across the agency's three offices
 - Manage paid and volunteer partnerships with vendors for design, printing, video, and photography

Miscellaneous / Other duties as needed

- Support Executive Director with media relations as needed, including fielding inquiries from reporters or coordinating interviews with staff and clients
- Post approved job listings on KRM's careers page, LinkedIn, Idealist, or other sites as requested

- Collaborate with KRM Lexington and Northern Kentucky staff to support agency-wide communications and development efforts

Agency Profile

Founded in 1990 as a nonprofit agency in Louisville, Kentucky Refugee Ministries (KRM) is a local affiliate of Church World Service, one of nine national voluntary agencies authorized to provide resettlement services to refugees legally admitted to the United States through the State Department. Separately, KRM has also resettled over 450 Afghan evacuees, nearly 300 in Louisville.

In addition to refugees, KRM Louisville also currently serves a sizable number of Cuban who have recently migrated to the U.S., as well as a small number of individuals from various countries who have been approved for asylum, are applying for asylum, or are otherwise resident in Kentucky.

KRM secures housing and medical care for clients and provides them with comprehensive case management including employment services, ESL and cultural orientation, and specialized programs for immigrant youth and elders, victims of crime, and the arts. KRM also offers citizenship classes for legal permanent residents preparing to apply for U.S. citizenship. KRM's Louisville office has an immigration legal services office with six full-time staff, including three attorneys, who provide services to immigrants of all statuses.

KRM staff do not engage in any religious messaging in connection with the delivery of client services.

Job Requirements

- Excellent communication and writing skills
- Strong organizational skills and ability to manage multiple deadlines and priorities
- Proficiency with MS Office, including Excel
- At least three years' of full-time professional work experience
- Team-orientation; ability to work in coordination with various groups, including agency resettlement staff, funders, and partners

Specialized Skills

- Ability to learn databases for constituent management and email marketing (Bloomerang)
- Skilled with or able to learn website content management system (WordPress)
- Skilled with or able to learn basic graphic design software (Canva)

- Experience developing grant proposals to funders
- Experience with and comfort with interviewing service recipients, community members, and staff in order to write agency stories; comfort with using interpreters/translators

Covid-19 Precautions

KRM staff are required to work two-days a week in the office, three days remote. With further decreases in COVID-19 infection rates, more in-office and in-person services may be required. Note that there is a staff COVID-19 vaccination requirement for KRM staff.

Compensation and Benefits

This is a full-time position. Salary commensurate with experience and background. Benefits: Medical/dental/vision/life insurance; paid vacation, holidays, sick and personal days.

To Apply

Interested applicants should reply with a résumé and cover letter by Thursday, April 7, to—

John Koehlinger
Executive Director
Kentucky Refugee Ministries
969-B Cherokee Road
Louisville, KY 40204
Email: jkoehlinger@kyrm.org

Applicants for previous jobs at KRM are eligible to apply. Only candidates selected for an interview will be contacted.