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Louisiana Budget Project

The Louisiana Budget Project seeks to hire a Director of Communications and Development to oversee external communications and fund development.

Founded in 2006, the Louisiana Budget Project is an independent non-profit research and advocacy organization that monitors and reports on policies that affect low- and moderate-income families in Louisiana.

The Director of Communications and Development will report directly to the executive director. The position is full-time and based in Baton Rouge, LA.

DUTIES AND RESPONSIBILITIES

- Assist with execution of development plan. This includes managing the donor/prospect database, writing and editing grant reports, ensuring deadlines are met and helping to cultivate and maintain good relationships with donors and prospects.
- Designs, develops, and implements the communications and public relations program to build awareness of the organization's mission, programs and achievements.
- Edit and design the organization's publications, including reports, blog posts and newsletters.
- Maintain and update LBP's website and databases, draft media releases and promote the organization and its work.

SKILLS AND QUALIFICATIONS

- Bachelor's degree in related field and at least two years professional experience.
- Demonstrated excellence in written and verbal communications.
- Highly organized and able to juggle multiple responsibilities and tasks at once.
- Ability to "manage up."
- Experience with CRM databases and MS Office Suite required.
- Familiarity with Adobe Creative Suite strongly preferred.
- A strong commitment to social and economic justice and LBP's mission.

COMPENSATION

LBP offers a competitive salary, commensurate with experience, plus benefits that include health, dental, vision, retirement and paid vacation.

APPLICATION

Candidates should submit a resume, cover letter, salary requirement and samples of written work via email to jan@labudget.org, with the subject heading "Communications and Development search." Applications also accepted via mail at 447 Third Street, Suite 200, Baton Rouge, LA 70802. The position will remain open until filled.