

## Job Description – Development and Communications Manager

Location: Roca Chelsea

FLSA Classification: Non-Exempt

### About Roca

Roca is a fast-paced, data-driven, and relentless organization that serves over 1,200 high-risk young people every year. Through a unique intervention model, Roca proves that young people who are often feared, forgotten, and left out can in fact build safe, stable, and hopeful lives. At Roca, we believe that every young person matters and that with enough time and the right opportunities, change is possible. Roca's strong outcomes and thousands of graduates are the proof that less jail is more future and that progress happens with work. Established in Chelsea in 1988, Roca now has sites in Boston, Springfield, Lynn, and Holyoke, MA, and a new site in Baltimore, MD.

### The Development and Communications Manager Position

*Do you love managing projects?*

*Are you great with people and highly intuitive?*

*Do you have very high standards, and pay attention to the little details?*

*Do you articulate and communicate like no other?*

Roca is in a period of tremendous growth as we strengthen our Massachusetts sites, expand to Baltimore, and continue to increase our national footprint. This means that many of our outward-facing activities – our events, our partnerships with funders and political supporters, and our communication of our work to a range of audiences – are moving very fast, and we need someone that can move with us. A thirty-year-old organization, Roca still has the nimbleness and scrappiness of a start-up – and it's fascinating, exciting, and fun. The Development and Communications Manager role allows for a great deal of autonomy and creativity as the team goes through a time of reinvention.

As the Development and Communications Manager, you will be deeply involved in the following:

- **Project Management:** Lead the Development Team's work in preparation for our big fundraising event, as well as smaller events such as a dinner hosted by a member of the board, or an event with community partners at one of our sites.
- **Writing Development and Communications Materials:** Contribute content and produce materials for Roca's website, newsletter, brochures, 1-pagers, letters to supporters, annual report, and other materials.
- **A Range of External-Facing Activities:** Participate in site visits, speak with other agencies and partners about our work, and represent Roca in some forums.
- In addition, you will work with the Development Team on a range of initiatives and projects to support Roca's development and external affairs work.

This job might be for you if:

- You can completely own a project. You can identify and deliver on the tasks that make an event a success, engage others to help you make it happen, and multitask all the way to the end.

- You communicate well. You are a great writer and very well spoken. You know how to persuade with your words. You are comfortable interacting with the young adults we work with, the politicians we engage in this work, and the corporate executives we partner with.
- You pay attention to the details. You can run a comprehensive guest list for an event, copyedit new content for our website or our annual report, and constantly have your eye on improvements.
- You are a self-starter. You volunteer for new challenges without waiting to be asked. You are fast moving with an entrepreneurial spirit. You take ownership and responsibility.
- You overcome ambiguity. You thoughtfully juggle reporting to multiple people. You know how to manage and prioritize multiple requests – and know when to ask for help.

To land this job, you will have the following:

- Bachelor's degree or equivalent experience accepted
- Demonstrated event planning, project management, and/or communications experience, preferably at a not-for-profit organization
- Computer skills: MS Word and Excel a must
- Valid state issued driver's license and driving record required
- Commitment to and understanding of Roca's mission, vision and core values

**To apply please email, in a PDF format, your resume accompanied by a thoughtful cover letter to [HR@rocainc.com](mailto:HR@rocainc.com). Please include the position title in the subject line.**