



Development and Communications Manager

Job Description - December 2025

Reports to:	MCVP Executive Director
FLSA Status:	Exempt
Job Type:	Full Time (40 hours per week)
Salary Range:	Sixty to eighty thousand, annually

Position Summary

The Development and Communications Manager shapes the storytelling, relationships, and outreach that keep MCVP connected to the broader community. The role blends fundraising, community engagement, and communications by crafting clear messages, preparing materials, and aligning funding needs with real program impact. It also calls for a strong sense of visual communication and the ability to create materials that are clear, accessible, and true to MCVP's style and values. This position is well suited for someone who is energized by sharing purpose, building partnerships, and securing the resources that keep survivor centered services strong.

Responsibilities

1. Develop and carry out fundraising strategies that include major gifts, annual giving, events, and campaigns, while building strong relationships with individual donors, foundations, businesses, and community partners.
2. Maintain thoughtful stewardship practices by keeping donor records accurate, ensuring timely acknowledgments, and supporting grant proposal development and reporting with the Executive Director and board.
3. Guide the organization's communications by shaping plans that elevate MCVP's presence, strengthen community engagement, and support fundraising goals.
4. Create written and visual materials for digital and print channels that reflect MCVP's voice and values, using clear design principles and accessible formats.
5. Represent MCVP in public settings by serving as a point of contact for media, sharing mission driven messages, and helping build awareness of survivor centered services.

Qualifications

Key Qualifications

- Five to seven years of experience in nonprofit development and/or communications, with success in donor cultivation, grant writing, and campaign execution.
- Strong communication skills, including excellent writing, public speaking, and the ability to tailor messaging to diverse audiences.
- High emotional intelligence and interpersonal skills, with a collaborative mindset and ability to build relationships with donors, partners, and colleagues.
- Proficiency with tools and platforms of the trade, such as donor databases, email marketing platforms, graphics and design software, and social media management tools.
- Experience applying evidence-based, trauma-informed, and social norms approaches in the context of communications and development work.

Other

- Bachelor's degree in a relevant or translatable field, or equivalent education and experience.
- Experience supporting grant funded programs that follow federal requirements, including DOJ awards and 2 CFR 200 standards.
- Knowledge of issues related to gender-based violence, sexual and reproductive health and rights, healing and social justice, public health, and other areas related to MCVP's work.
- Comfort working in a small organization where roles include both leadership and hands-on work.

Additional Requirements

- Completion of advocacy training under NH RSA 173-C.
- Valid driver's license, vehicle insurance, and criminal background check.
- Residency in the Monadnock region or within reasonable commuting distance.
- Availability for occasional evening or weekend hours.

Compensation and Benefits

- Salary range: \$60,000–\$80,000, commensurate with education and experience, and reviewed in line with MCVP's existing compensation structure.
- Comprehensive benefits including health and dental insurance, generous paid time off, and participation in MCVP's retirement savings program.

Equal Opportunity Statement

MCVP believes that building safety and justice in our community starts with equity inside our organization. We are committed to creating a workplace where people of every race, gender, identity, ability, and life experience are respected and valued. Survivors and people with lived experience are encouraged to apply. MCVP is an equal opportunity employer.