

Development & Communications Manager (Part-Time)

Organization: League of Women Voters of Greater Los Angeles

Location: Los Angeles County (remote or hybrid; local residency required)

Hours: 25-30 hours per week

Compensation: \$55,000-\$75,000 annually, commensurate with experience

About the Organization

The League of Women Voters of Greater Los Angeles (LWVGLA) is a nonpartisan nonprofit organization dedicated to empowering voters and defending democracy across Los Angeles County. LWVGLA is part of a nationwide League network, working alongside state and national chapters to advance civic participation, voter education, and good governance.

LWVGLA is a volunteer-driven organization investing in professional staff capacity to strengthen financial sustainability and modernize fundraising and communications.

Learn more about the League's mission and policy positions:

<https://www.lwv.org/>

<https://my.lwv.org/california/greater-los-angeles>

Position Overview

LWVGLA seeks a Development & Communications Manager to lead fundraising execution and manage the organization's external communications. This is a hands-on role responsible for supporting and expanding existing fundraising programs, launching and managing giving initiatives, building corporate and donor relationships, and overseeing LWVGLA's communications and website. This role will focus on a defined set of fundraising and communications priorities at any given time; responsibilities will be sequenced in collaboration with Board leadership to ensure scope remains aligned with part-time hours and organizational priorities.

The Development & Communications Manager reports to the LWVGLA Board President or a designated Board member and works closely with other Board leadership.

Responsibilities

1. Fundraising & Development

- Manage and support LWVGLA's existing fundraising programs, including ticketed events, donor appeals, and annual campaigns
- Plan, execute, and manage individual giving campaigns, including digital appeals and a structured recurring donations program
- Support and advance planned giving efforts, including development of donor-facing materials and processes
- Build, cultivate, and steward corporate sponsorships and corporate donations in support of LWVGLA programs and events
- Identify grant opportunities aligned with LWVGLA's mission and priorities

- Prepare and submit grant applications, including narratives, budgets, and required materials
- Manage grant tracking, reporting, and compliance requirements
- Collaborate with Board members and volunteers on donor cultivation, fundraising strategy, and event-based fundraising
- Represent LWVGLA in meetings with donors, funders, corporate partners, and community stakeholders as related to organizational fundraising activities
- Maintain accurate donor records and track fundraising performance against established goals
- Supports organizational efforts to diversify revenues sources, beyond what is listed above

2. Communications & Digital Engagement

- Serve as the primary manager of LWVGLA's external communications
- Develop and maintain consistent messaging across email, social media, and web platforms
- Manage organizational email newsletters and campaign communications
- Develop and manage a communications calendar to ensure consistent messaging and coordinated outreach
- Oversee social media channels, including regular posting, audience engagement, and performance tracking
- Manage paid digital advertising, including Meta and Google Ads (including Google Ad Grants, if applicable)
- Create or oversee creation of digital graphics and materials using tools such as Canva
- Manage and maintain the LWVGLA website, including content updates, page organization, and coordination of changes to support fundraising, engagement, and public information

3. Reporting & Collaboration

- Establish clear fundraising and communications goals and track performance against defined objectives
- Provide regular reporting and strategic insights to Board leadership
- Build documentation and systems that reduce reliance on ad hoc volunteer capacity
- Contribute practical recommendations to improve financial sustainability

Qualifications

- Education qualifications commensurate with the job responsibilities
- Demonstrated experience in nonprofit fundraising and/or communications, including hands-on management of campaigns, events, or donor programs
- Experience building corporate relationships or sponsorships preferred
- Experience preparing grant applications and reports
- Strong written communication skills
- Digital fluency, including email platforms, social media tools, website content management, and basic analytics
- Ability to operate independently in a lean, volunteer-driven environment
- Experience working with boards or senior stakeholders

- Based in Los Angeles County
- Commitment to the League's nonpartisan mission

Experience with Los Angeles-based nonprofits, public agencies, or civic organizations is preferred. Candidates with relevant corporate fundraising, partnerships, or marketing experience are also encouraged to apply.

Nonpartisanship

The League of Women Voters is a nonpartisan organization. Staff must uphold and support this nonpartisan mission in their professional role.

Equity & Inclusion

LWVGLA is committed to building an inclusive organization that reflects the diversity of the communities we serve. We encourage candidates from all backgrounds, including people of color, women, LGBTQ+ individuals, people with disabilities, and individuals from historically underrepresented communities, to apply.

LWVGLA is an equal opportunity employer and complies with all applicable federal, state, and local employment laws.

How to Apply

Please submit a resume and brief cover letter to staffsearch@lwvlosangeles.org with the subject line 'Development & Communications Manager.' Applications will be reviewed on a rolling basis until the position is filled.