



Development & Communications Manager

- **Job Title:** Development and Communications Manager
- **Organization:** National Alliance for Children's Grief (NACG)
- **Reports to:** Chief Executive Officer
- **Location:** Remote (U.S.-based) with occasional travel
- **Position Type:** Full-time, exempt
- **Benefits:** A comprehensive benefits package includes a healthcare stipend, a retirement plan with employer match, and generous paid leave including paid holidays, PTO, bereavement, and parental leave.

Position Overview

The Development & Communications Manager supports the growth, visibility, and impact of the National Alliance for Children's Grief (NACG) by coordinating and executing the organization's fundraising and communications efforts. This role focuses on building the relationships, resources, and engagement needed to advance NACG's mission and strategic priorities.

Working closely with the CEO, staff, board, committees, funders, sponsors, and external partners, the Manager helps coordinate NACG's annual fundraising campaign, sponsorships, donor stewardship, and organizational communications. The role also serves as an important storyteller for the organization, translating NACG's programs, resources, research, advocacy, and impact into clear and compelling communications for members, supporters, partners, and the broader public.

The position is designed for someone ready to take meaningful ownership of their work while continuing to grow professionally across both development and communications.

Key Responsibilities

Fundraising Campaign Management

- Manage the planning and implementation of NACG's annual fundraising campaign, including timelines, messaging, donor outreach, and follow-up.
- Develop fundraising appeals and donor communications across email, digital, and other channels.
- Coordinate donor acknowledgment and stewardship activities throughout the year.
- Maintain an annual fundraising calendar and ensure campaign activities and deadlines remain on track.
- Track fundraising results and use available data to identify opportunities to strengthen future campaigns.
- Work with the CEO to support donor cultivation and solicitation activities.

Sponsorships and Corporate Engagement

- Manage sponsorship and vendor opportunities connected to the National Symposium on Children's Grief and other NACG initiatives.
- Research and cultivate prospective sponsors and maintain an active sponsorship pipeline.

- Develop sponsorship packages, proposals, outreach, and communications.
- Manage sponsor and vendor relationships from outreach through commitment, fulfillment, stewardship, and renewal.
- Coordinate internally to ensure sponsor and vendor benefits and commitments are delivered effectively.
- Maintain accurate records and track participation, revenue, renewals, and future opportunities.

Communications and Storytelling

- Develop clear and compelling content that communicates NACG's mission, work, impact, and leadership in the childhood bereavement field.
- Create engaging, on-brand graphics and visual content for digital communications, social media, campaigns, and other organizational needs.
- Maintain and oversee the organization's content calendar, proactively identifying content needs and coordinating deadlines across campaigns and initiatives.
- Translate programs, research, resources, advocacy, partnerships, and organizational priorities into accessible communications for a variety of audiences.
- Manage NACG's email communications, newsletters, website content, and social media, ensuring content remains current, accurate, and engaging.
- Maintain NACG's brand standards and ensure consistency in organizational voice, messaging, and visual identity across communications.
- Work collaboratively with the team to identify communications needs and opportunities across the organization.

Campaigns and Public Awareness

- Coordinate communications for major NACG initiatives, including the National Symposium on Children's Grief, Children's Grief Awareness Month, educational programs, research releases, resources, and advocacy activities.
- Develop campaign plans, timelines, messaging, content, and supporting materials in collaboration with NACG staff and external partners.
- Support opportunities to expand awareness of NACG and childhood bereavement among members, professionals, partners, supporters, and broader audiences.
- Track campaign performance and engagement to inform future communications efforts.

Qualifications

Required

- Bachelor's degree or equivalent combination of education and relevant professional experience.
- At least 3 years of professional experience in nonprofit development, fundraising, communications, marketing, or a related field.
- Excellent written and verbal communication skills, including the ability to develop clear, compelling content for a variety of audiences.
- Experience with or demonstrated understanding of fundraising activities such as annual giving, sponsorships, donor communications, or stewardship.
- Ability to approach storytelling with sensitivity, respect, and sound judgment, particularly when communicating about children, families, grief, and lived experience.

- Experience developing and managing communications across digital channels, including email, websites, and social media.
- Strong organizational and project management skills, including the ability to manage multiple projects, priorities, and deadlines.
- Strong relationship-building skills and the ability to communicate professionally with donors, sponsors, funders, members, partners, and colleagues.
- Ability to work independently, take initiative, and collaborate effectively within a remote team environment.
- Comfort learning and using technology and digital platforms to support fundraising, communications, and project management.
- Ability to travel within the United States, including attendance at NACG's annual National Symposium on Children's Grief.

Preferred

- Graphic Design Skills (Adobe and Canva)
- Experience using the WordPress platform

Key Competencies

- Strong written and verbal communication and storytelling skills
- Relationship-building skills and the ability to engage effectively with donors, sponsors, funders, members, partners, and colleagues
- Understanding of fundraising principles, including annual giving, sponsorships, and donor stewardship
- Strong project and campaign management skills, with the ability to move work from planning through implementation
- Ability to translate NACG's programs, impact, and expertise into compelling fundraising and communications content
- Initiative and the ability to take ownership of projects while seeking guidance when appropriate
- Strong organizational skills, attention to detail, and consistent follow-through
- Ability to manage multiple priorities, timelines, and deadlines effectively
- Curiosity and a willingness to learn and grow across both development and communications
- Ability to collaborate effectively across teams and incorporate diverse perspectives
- Ability to operate effectively within a collaborative, distributed team environment

About the NACG:

The National Alliance for Children's Grief is guided by a commitment to collaboration, respect for diverse perspectives, and the belief that no child should have to navigate grief alone. We value the knowledge held by professionals, families, and communities and seek to learn from the many ways grief is understood and supported across cultures and contexts.

Our work is grounded in compassion, integrity, and a dedication to strengthening the field of childhood bereavement through education, partnership, and shared learning. We strive to create an environment where ideas can be exchanged openly, where different approaches to grief support are respected, and where the collective work of the field helps improve care for children and families who are grieving.

Working at the NACG:

Working at the National Alliance for Children's Grief means being part of a mission-driven team united around a powerful vision: no child grieves alone. Our work sits at the intersection of education, advocacy, connection, and national leadership, supporting professionals and organizations across the country who serve children and families who are grieving. The work is meaningful, collaborative, and continually evolving as we listen and respond to the needs of the childhood bereavement field.

NACG is a fully remote organization with a small, dedicated staff who work closely together and alongside an engaged national membership. We value thoughtful collaboration, curiosity, creativity, and a willingness to learn from one another and from the communities we serve. Staff members are trusted to take ownership of their work, contribute ideas, and help shape how the organization moves forward.

The Development & Communications Manager will play an important role in helping NACG grow both the resources and the reach needed to advance our mission. Working closely with the CEO and colleagues across the organization, this person will help tell the story of NACG's work, build relationships with donors, funders and sponsors, manage fundraising campaigns, and connect our members and broader audiences with the resources, opportunities, and ideas emerging from the organization.

This is an especially exciting opportunity for someone who has developed a strong foundation in fundraising, communications, marketing, or nonprofit work and is ready for greater ownership and the opportunity to grow. We do not expect the person joining us to know everything on day one. We are looking for someone who brings strong writing and organizational skills, initiative, good judgment, curiosity, and a desire to learn. The Manager will have the opportunity to work directly with the CEO, collaborate across a national organization, and build meaningful experience in fundraising, sponsorships, communications, and nonprofit leadership.

For candidates energized by building relationships, telling compelling stories, and helping a mission-focused organization grow its impact, NACG offers the opportunity to do meaningful work while continuing to develop professionally. Your ideas, perspective, and contributions will matter here.

Equal Opportunity Employer

The National Alliance for Children's Grief is an equal opportunity employer. We are committed to building a workplace that reflects a broad range of perspectives, experiences, and backgrounds. NACG values collaboration, respect for different approaches, and learning from the communities we serve. We welcome candidates who bring thoughtful perspectives and a commitment to strengthening support for children and families who are grieving. We also recognize that the knowledge and skills needed for this role can be developed through many pathways. If your professional experience or work aligns with the responsibilities of this position, we encourage you to apply even if you do not meet every listed qualification or credential.

Application Link and Process Overview

Please submit your application [here](#). Rolling review of applications begins on September 8th. Candidates will be invited to move forward to interview based on alignment with the role and demonstrated experience. We will continue to accept applications until the role is filled.

All applications will be reviewed in strict confidence. Questions can be emailed to Deirdra.flavin@nacg.org.