



Candidate Search and Placement is being led by [The Stott Group](#).

## **POSITION PROFILE – Senior Manager, Investor Communications**

Upstream USA is a fast-growing, national nonprofit working to expand opportunity by reducing unplanned pregnancy across the U.S. We envision a future where patient-centered contraceptive care is an integral part of primary care in all settings, for all people. In this future, patients are screened for their contraceptive needs; are offered patient-centered contraceptive counseling, free from bias and coercion, provided by knowledgeable providers and support staff following evidence-based guidelines; and can receive any contraceptive method of their choosing, during the same visit if they want, without logistical barriers. Upstream's work empowers patients to decide if and when they want to become pregnant, a critical step towards improving maternal health, as well as positive outcomes for parents, children, and their families.

Upstream's team has created an organizational culture dedicated to the communities we serve and the vision of the organization. The rapidly changing landscape in which we conduct our work requires our team to create solutions in a dynamic and fast-paced environment.

### **JOB HIGHLIGHT**

You will create strategic and impactful donor communication materials and reports that distills the complex and evokes passion in your audience. You will effectively project manage purposeful deliverables that empower frontline fundraisers to make bold asks and convey the impact of their investment.

### **JOB SUMMARY**

As the Senior Manager, Investor Communications, you will create and deliver mission-based content for use by the Development & External Affairs team. This will include developing a calendar of strategic programming and impact materials such as an organization case for support, donor and stakeholder cultivation and stewardship resources, investor and stakeholder reports, and support on customized proposals in collaboration with Principal Gift and Philanthropy teams.

Reporting to the Director, Investor Relations, you will work closely, cross-departmentally, and with leadership of the Development & External Affairs team to ensure the availability of accurate, compelling, and curated content that tells the story of the mission, strategy, and impact of Upstream's work.

Your exceptional written communication and ability to translate a strategic vision and impact to various audiences including sophisticated and traditional reporting to emotion-evoking narratives combined with your ability to project manage various work products simultaneously will ensure your success in this role.

### **YOU WILL BE RESPONSIBLE FOR...**

- Partnering with the VP of Development & External Affairs and other team leaders to develop and lead the strategy, processes, and tools for the creation of philanthropy content that supports investor and stakeholder relations, donor stewardship, and cultivation needed by Relationship Managers to elevate fundraising goals.
- Serving as writer and editor for Development & External Affairs communication assets working collaboratively with cross-functional teams. This includes strategic content about Upstream's progress towards goals that makes investors feel insiders and story-based content about the impact of our work for the broader public.
- Building knowledge and content on key programs and issues related to Upstream and the organization's progress and impact, including strategic direction, evaluation and learning, return on investment and system and individual stories of impact.
- Leading the production of mission-based, customized, and evergreen donor-facing materials, including but not limited to fundraising decks and proposals, gift request proposals, customized stewardship reports, cultivation reports, as well as short form stewardship content (such as email communications) that help Philanthropy Officers advance investor engagement objectives.
- Managing and fulfilling design needs for donor-facing materials, including providing slide design skills directly as well as sourcing and managing design vendors as needed for more complicated design work.
- Coordinating content updates; editing and review of materials; ensuring integration of organizational messaging and accuracy of data; and training for relationship managers.
- Supporting the VP of Development & External Affairs and Senior Director of Investor Engagement with executive communications as needed, including drafting materials, program briefs, talking points, and remarks for speaking engagements.

## **YOU MUST HAVE...**

- 7+ years of experience writing, editing, producing content and materials, preferably with experience supporting fundraisers, and/or donor stewardship functions.
- Demonstrated ability to work and cultivate relationships across a variety of stakeholders, communities, and levels to ensure mission alignment.
- Exceptional written and verbal communication with capability of distilling complex content for sophisticated audiences into a variety of formats (talking points, presentation decks, grant reports/proposals, correspondence, etc.).
- Exceptional project management ability with skills in managing up and sideways on multiple competing and evolving priorities.
- Demonstrated ability to synthesize information to capture a specific tone for varying audiences (i.e., varying levels and types of investors, or types of external stakeholders).
- Experience in graphic design and content design is preferred, and/or experience in partnering with graphic/design contractors.
- Proficiency with Salesforce, Google and Microsoft Suites.
- Commitment to Upstream's mission and to mission-driven work.

## YOU WILL BE SUCCESSFUL IF...

- **You are a Strategic Communicator:** You are a natural storyteller and are able to synthesize data to underscore your objective. You can see a throughline emerge when analyzing data and evaluations and know how to best frame the quantitative to evoke passion for the qualitative. You know how to identify and pursue a story.
- **You are a Natural Collaborator:** You can build trust across the organization, becoming a key point-of-contact for colleagues across the organization. You believe feedback only makes your work better and you welcome perspectives from all sides. You exude humility and your highest concern is around the final product being the best it can be.
- **You are Fuelled by Upstream's Mission.** You believe in the work of Upstream deeply and communicating the value of the organization comes naturally to you. The passion you hold comes through in every piece you create, making investors feel like insiders as you bring them on the journey of the organization's growth.
- **You can Create Quickly:** You efficiently create content. Developing content for various audiences in a fast-paced environment brings out your best, while not lowering the quality of your contributions.
- **Ideal Attributes:** You have demonstrated your ability to operate with a high degree of urgency, self-motivation, focus, and commitment to high-quality work. You are equally as comfortable behind the scenes as you are with external audiences. You are a team player, and approach your work with humor, attention to detail, and discretion. You actively seek feedback and can provide constructive, positive feedback to others.

## LOCATION

Upstream is headquartered in Boston, MA. This role has the option to be remote.

## COVID-19 VACCINE POLICY

Upstream USA's COVID-19 Vaccine Policy requires employees to have completed a COVID-19 vaccine primary series unless a medical or religious exemption is approved. As a condition of employment, newly hired employees must provide proof of their COVID-19 vaccination or, if applicable, request a medical or religious exemption.

## TRAVEL REQUIREMENTS

All Upstreamers must also be able to attend work-related in-person meetings and functions as needed. We gather for moments that matter for training, teaming and connection. Our teams come together for occasional in person meetings and organizational retreats. As part of our hybrid work practices, this travel expectation will be applicable for all Upstreamers, even those based remotely.

This role will require up to 10-25% of business travel (dependent on whether the applicant is in Boston, MA). All Upstreamers can expect a minimum of 8 days of business travel per year to attend two annual organizational retreats. Members of the Development and External Affairs team will also be expected to be in person in Boston for 2 days each quarter.

## HYBRID WORK REQUIREMENTS

In our hybrid work environments, there is a basic expectation that our Upstreamers will ensure that their work from home setups will have reliable access to phone and Internet to ensure connectivity to their teams.

## BENEFITS

Upstream USA offers a comprehensive benefit package including medical, dental, vision, life insurance, long and short term disability, 401K with a match, generous vacation, personal, sick and holiday time off, parental leave, professional development, a fitness and cell phone allowance for all full time employees and part time employees who work a minimum of 24 hours per week.

## HIRING RANGE

The hiring range for this role is \$89,420 to \$126,000. Final offers for this position will be based upon several factors including the scope of the role, market compensation analysis, position requirements, candidate's experience level and capabilities, specific candidate geographic location, internal pay equity considerations and will be made within the parameters of Upstream USA's compensation framework and philosophy.

## UPSTREAM CAREERS

At Upstream, we embrace diversity. We nurture it and we thrive on it because it benefits our organization, our partners, and our community. Our goal is to attract, develop and retain exceptional people, and to create a work environment that is dynamic, rewarding and enables each of us to realize our potential. Upstream is committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, genetic information, gender identity or Veteran status. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you have a disability or special need that requires accommodation, please let us know. [Learn more](#) about [working at Upstream, our values](#), and our commitment to [Equity, Diversity and Inclusion](#). Upstream USA participates in E-Verify.

## TO APPLY

Applicants are strongly encouraged to email a resume and cover letter to Abbey Voelker at the Stott Group at [Upstream@thestottgroup.com](mailto:Upstream@thestottgroup.com) with "Sr. Manager, Investor Communications" as the subject of the email. Please be advised that writing samples may be requested throughout the hiring process.