



Job Posting

Development and Communications Specialist

We're looking for a talented and organized fund development and communications specialist to help us to convey [Bridge Michigan](#)'s and [BridgeDetroit](#)'s mission and impact to philanthropic foundations and to the public. The specialist will join us in our commitment to providing passionate and rooted Michigan readers with honest, fact-driven journalism on the state's diverse people, politics, and economy.

The primary responsibilities of the specialist are:

- Grant writing, grant management, and grant reporting
- Providing leadership and strategy regarding the brands of the Center and increasing awareness and knowledge of the Center's work
- Leading the preparation of the [Annual Report](#), updating of the website's non-editorial content, and internal communications
- Assisting with Bridge Michigan [events and engagement activities](#)
- Assisting with social media strategies

The specialist needs to have a curious and attentive approach to the work so that they may become familiar with the overall work of the Center, including both publications, and then share that understanding with various funders, partners, members and internal colleagues. This includes monitoring the themes of reporting, tracking awards and recognition, and participating in reader engagement activities. The specialist should be a strong and organized writer and capable of managing against multiple deadlines/priorities.

The successful candidate would ideally have experience with:

- Writing and editing
- Grant writing and grant management
- Project management
- Basic graphic design skills (e.g., use of Canva)
- Social media platforms
- Proficiency working with CRM systems, preferably Salesforce

The specialist will join a collaborative fund development team that is also actively pursuing support from philanthropic foundations, sponsors, individual and institutional members, and major donors to sustain an annual budget of more than \$5 million for Bridge Michigan and BridgeDetroit. While the specialist will be focused primarily on Bridge Michigan opportunities, the fund development team also provides support to the strategies and fundraising of sister publication, BridgeDetroit.

This is a full-time position. The specialist will be a member of the fund development team reporting to the Chief Operating Officer of The Center.

How to Apply

Position is open until filled. Please submit brief answers to the questions below and a resume to jobs@centerformichigan.org with “Development and Communications” in the subject line. We will be glad to hear from you and will do all we can to answer any questions you have about the Center for Michigan, the role and the hiring process.

Three questions to answer in brief in lieu of a cover letter:

1. What about this position compelled you to apply?
2. What personality traits do you possess that make you a good fit for this position?
3. Describe how you would approach learning about The Center, Bridge Michigan and BridgeDetroit in order to convey our success to funders and the public?

About The Center for Michigan

Founded in 2006, The Center for Michigan is a nonpartisan nonprofit organization that seeks to improve citizen engagement and public education in Michigan through in-depth journalism and engagement. The Center publishes Bridge Michigan which is a nonprofit, nonpartisan news publication that provides passionate and rooted Michigan readers with honest, fact-driven journalism on the state’s diverse people, politics, and economy. The Center also publishes the editorially independent BridgeDetroit which is a nonprofit news and engagement publication that is focused on lifting up the issues that Detroiters themselves identify as important to their lives.

The Center is a nonprofit that relies on the support of individual member donations, sponsorships, and philanthropic support.

The Center for Michigan offers competitive salaries and flexible work arrangements. The targeted base compensation for this position begins at \$60,000 annually. Our offices have a casual environment and we respect work-life balance. The specialist will be expected to work out of the Center for Michigan’s Ypsilanti office in a hybrid work-from-office/work-from-home environment, spending approximately 2-3 days a week in the office working with other Center staff. Benefits at The Center for Michigan include:

- medical, vision and dental insurance (96.3% employer paid)
- 4-6 weeks of paid maternity/paternity/adoption leave
- minimum three weeks vacation per year

The Center for Michigan is an equal opportunity employer, committed to diversity in our workforce and creating an inclusive environment. As we are working towards building an organization that better reflects the communities we serve, we especially encourage members of traditionally underrepresented communities to apply, including people of color, women, members of the LGBTQIA+ community, and people with disabilities.