



## COMMUNICATIONS MANAGER

**Do you want to work with a dynamic organization engaged in meaningful work to make Boston better?**

**Does a commitment to equity and community motivate you personally and professionally?**

**Do you love creative storytelling and connecting with people?**

Dorchester Bay Economic Development Corporation (DBEDC) seeks a Communications Manager to join our resource development team.

### **The Organization and its Programs**

[DBEDC](#) acts to build a strong, thriving and diverse community in Boston's Dorchester neighborhoods. We develop, preserve and sustain affordable housing for rent and for ownership. We create commercial and economic development opportunities. We build community through community organizing and civic engagement activities. We are focused on the concepts of equitable development without displacement and providing opportunities for economic mobility.

Since our founding in 1979, Dorchester Bay EDC has developed and preserved over 1100 units of rental and homeownership housing and 200,000 square feet of commercial space. We have created around 1,000 jobs and involved more than 1,500 young people in after school leadership development and organizing activities. We are one of Boston's oldest and most established community development organizations with an annual operating budget of almost \$5 million, a staff of just under 30, and \$44 million in assets.

### **About the Communications Manager Role**

Reporting to the Chief of Staff, the Communications Manager is responsible for managing all public relations communications (including newsletters, press releases, and coordinating media pitches and engagements), communications to constituents (i.e. event announcements, etc.), print & digital marketing design and campaigns (including website management & social media, annual fundraiser collateral), and coordinates outward-facing and internal engagement events (groundbreakings, ribbon cuttings, etc.).

### **What you can expect to do in the role:**

- Manage and implement annual public relations strategies that compellingly articulate the mission, work, and impact of DBEDC to our residents, community partners, media, donors, and other external stakeholders.
- Coordinate the creation and distribution of, and track and generate reporting for an engaging monthly newsletter. Coordinate creation and distribution of annual report and other DBEDC marketing materials.
- Coordinate all external e-blast/email communications to DBEDC subscriber list (legislative announcements, event invitations, etc.). In collaboration with Donor Relations Manager, distribute annual appeals, and major donor communications. Design and manage online giving pages and recurring gift system.
- Maintain subscriber and contact information in CRM and other systems as necessary.

- Manage the execution of DBEDC’s visibility through maintaining website, digital marketing, social media platforms, including expanding audience and engagement.
- Liaise with web developers and IT providers for communications-related issues (website security, etc.). Coordinate communications budgets and direct supervision of all communications-related vendors and consultants.
- Collaborate with staff, implement their input to continually update & enhance content & design on DBEDC’s digital & print materials, ensuring accurate, fresh, and engaging content.
- Create and manage branding and digital & print collateral for programs and fundraising efforts (flyers, brochures, event programs, social media graphics, etc.). Take photographs, work with staff to curate images from their programs.
- Establish and maintain key relationships with media, proactively pitch stories to media outlets (press releases, op-eds, etc.), and handle all requests for interviews, media appearances, and public statements from DBEDC staff & board.
- Manage public relations events and internal engagement events.
- Supports annual fundraiser event and donor engagement events in collaboration with team.
- Support special projects, programs, and organizational initiatives under the direction of the Director of Strategy and Development and CEO.

**Qualifications - You’ll do well in this role if you:**

- Want to work at an organization that is committed to racial equity and serves a diverse community predominantly of color.
- Are people and community-focused and have the ability to engage people from a wide array of backgrounds.
- Have a sincere commitment to working collaboratively with all constituent groups, including staff, board members, volunteers, donors, community partners, community members and residents, and other stakeholders.
- Have at least 3 years of relevant professional experience.
- Are proficient in WordPress and have a functional knowledge of HTML.
- Have an eye for engaging imagery, aesthetics and impeccable attention to detail and accuracy.
- Are proficient in WordPress, HTML, Canva, MailChimp, HootSuite (or similar software) and all social media platforms.
- Know how to use CRMs.
- Have experience selecting and managing outside vendors and consultants.
- Have excellent writing/editing and verbal English language communication skills; know how to craft and tell stories.
- Are engaging and highly collaborative, but also a self-starter, able to work independently, and entrepreneurial; enjoy building things from scratch and implementing new initiatives.
- Aren’t afraid to ask questions and utilize colleagues and resources for help; are inquisitive and love to learn.
- Can give and receive constructive feedback that makes the work and the organization better.
- Can execute communications tasks but can also be a strategic thought partner.
- Have experience developing and managing budgets.
- Can work under deadlines and manage multiple projects at once.
- Can work some evenings and occasional weekends.

**It would be additionally phenomenal if you:**

- Have excellent fluency in Spanish, Cape Verdean Kriolu, Haitian Kreyòl, or Vietnamese.
- Have experience working for a mission-based organization that serves a community of color.
- Know Dorchester and Roxbury well.
- Have relevant lived experience similar to the community DBEDC serves.
- Are knowledgeable about affordable housing and/or economic development.
- Are more than proficient in graphic design and know your way around the Adobe Creative Suite.
- Know photography fundamentals and know your way around a DSLR.

**Other important details:**

- Don't be discouraged from applying if you don't "check all the boxes". We appreciate the uniqueness of candidates and there is no "perfect" resume!
- Salary range: \$65,000-\$75,000. This is a full-time, salaried exempt position with an excellent benefits package including three weeks of paid vacation; twelve paid holidays; three personal days, five days of paid volunteer leave, generous cost-sharing for medical insurance, and a 403(b) plan with a generous employer contribution!
- DBEDC is a place-based organization with a flexible, hybrid work environment. This position will require some amount of work at DBEDC's office in Dorchester, at DBEDC's properties, or at local off-site venues (as is safe during the Covid-19 pandemic, and in accordance with city, state, and federal mandates and guidelines). Some local travel is required for this position.
- Our compensation package includes generous paid time off. In addition, we pay into a 403B retirement program that does not require individuals to contribute, offer dental and vision coverage, and contribute to comprehensive medical insurance plan options.

### **The Selection Process:**

Please submit a cover letter, detailing your salary requirements and your qualifications for this position, along with a resume, and (3) content samples (e.g. fundraising campaign copy, website copy, newsletter, blog post, social campaign, report copy, etc.) to [jobs@dbedc.org](mailto:jobs@dbedc.org). Please include "Communications Manager" and your last name in the subject line. No phone calls or letters please.

### **Dorchester Bay EDC offers an attractive benefits package and competitive salary.**

*Dorchester Bay Economic Development Corporation views diversity, inclusion and cultural competence as vital principles in all our work with clients and communities. We welcome and encourage applications from visible minority groups members, indigenous persons, members of the LGBTQ community, persons with disabilities and others who may contribute to the diversity of the organization and reflect the diversity of the communities we serve.*