

Job Title: Communications Project Manager
Status: Full Time, Exempt
Department: Resource Development & Communications
Immediate Supervisor: OppCo SVP of Resource Development

Position Summary Description

The Neighborhood Developers (TND) seeks a full-time Communications Project Manager to produce and coordinate the agency's communications products and activities to elevate organizational visibility, and to use communication tools, products and strategies to achieve desired program goals. Candidates must have a minimum of three years of communications experience and a desire to handle the communications for an active non-profit with many programs. This position is responsible for developing printed and digital assets including agency newsletters, fundraising materials, brochures, eblasts, annual reports, the website and social media. Audiences range from donors, program clients, press contacts, and agency partners. Candidates must have an eye for design, ability to use Adobe's Design Suite to produce collateral, experience creating and managing websites, and ability to steward social media.

Duties & Responsibilities:

Print and Digital Communications

- › Support the development and distribution of agency and program print collateral including, but not limited to annual reports, newsletters, organizational brochures, program/product information and general information packets.
- › Coordinate projects that utilize third-party designers or videographers.
- › Write copy for materials, with direction and guidance provided by colleagues.
- › Capture client stories to use in materials.
- › Maintain and grow TND's digital media footprint; ensure that TND website is kept current and fresh, and that the agency's social media accounts serve to increase visibility, promote agency activities, and encourage engagement.
- › Comply with all TND branding requirements and maintain a cohesive look, feel and tone for TND assets.
- › Take responsibility for generating agency eblasts.
- › Coordinate online fundraising activity with team.

Events

- › Participate as a team member for production of TND's agency-wide or key public events.
- › Produce all event-related communications products: eblasts, invites, posters, brochures, tickets, presentations.
- › Coach speakers as they prepare their public remarks. Coordinate public speaking training for staff, Board members, or leaders when needed.
- › Manage audio visual needs.
- › Ensure that photos are captured; select "best of" and file them.

Programming

- › Provide support to program staff as they develop materials and collateral for their programs.
- › Utilize the TND website and the Salesforce Database as a communications tool helping to automate and or streamline client enrollment and/or outreach.
- › Maintain an agency wide events calendar.

Other

- › Maintain TND's photo and article archives.
- › Maintain press contacts; write press releases.
- › Provide support in development of annual and long-term communications and fundraising plans.
- › Recruit and supervise interns to support program activities.
- › Participate actively in TND's organizational meetings, events and initiatives.
- › Other activities as requested.

Work Requirements

Bachelor's degree is required. Three years of communications experience required.

What We Are Looking For:

- › Knowledge of communications methods with relevant work experience.
- › Excellent computer knowledge:
 - Experience with Adobe Design Suite (Illustrator, InDesign, Photoshop)
 - Web CMS required – we use Squarespace
 - Database and CRM system management – we use Salesforce
- › Understanding of local media procedures and practices.
- › Understanding of TND's programs, activities and mission.

Skills and Abilities:

- › Excellent verbal and written communication skills—i.e., demonstrated ability to express thoughts, perceptions and ideas clearly and concisely, verbally and in writing, including editing and creating original materials.
- › Ability to speak and write Spanish is desired.
- › Ability to take strong photos, and to shoot and edit short videos is a plus.
- › Ability to show accuracy, timeliness and follow-up on tasks.
- › Ability to interact positively with the public and with staff, clients, and board members.
- › Ability to work independently meeting overall objectives within specified timeframes.
- › Responsible, self-motivated, and able to carry out and prioritize multiple ongoing projects.
- › Ability to take initiative.
- › Ability to make sound decisions within the scope of the job.
- › Ability to work as part of a team to accomplish common organizational goals and objectives.
- › Experience in working with and in racially and culturally diverse communities.

To Apply

Opportunity Communities is an Equal Opportunity and Affirmative Action Employer. We do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

About TND and OppCo

The Neighborhood Developers is a non-profit community development corporation with a mission to create strong neighborhoods enabling community members to secure a stable home, achieve economic mobility, and determine their own future. With deep community roots in Chelsea and Revere, the organization builds affordable and mixed income homes, supports household to achieve greater

financial mobility, and creates and fosters community organizing on issues related to neighborhood conditions as well as social and economic justice. TND's headquarters is located in Chelsea where it has operated since 1978. The organization expanded into Revere in 2010 and began offering some of its services in Everett in 2018.

All TND staff are employees of OppCo that serves as our managing company. OppCo builds equitable communities of opportunity by strengthening the capacity, efficiency, and performance of independent local community developers who join OppCo as members. There are many benefits to TND through its membership in OppCo including competitive wages, comprehensive benefits, organizational sustainability, and ability to deliver results.