New Heights was founded in October 2005 in New York City as an independent non-profit organization. Our mission is “to educate and empower promising underserved youth to be leaders, champions and student-athletes by developing the skills necessary for success in high school, college and life.” We are located in the newly renovated Major R. Owens Health & Wellness Community Center in Crown Heights, Brooklyn. Our facility includes three basketball courts, three classrooms, offices, and additional tutoring rooms and meeting spaces.

New Heights provides intensive, long-term support for promising young athletes from underserved communities to develop the academic skills, leadership abilities and character traits ultimately necessary to be successful in life beyond sports. Through our new home and programming, we will be expanding our services to impact thousands of youth annually, primarily in grades 4-12, through our College Bound and Community programs that include:

- Travel basketball teams
- Academic support, tutoring, counseling and workshops focused on social-emotional learning and life skills
- High school preparation, guidance and placement services
- College preparation, guidance and placement services
- New Heights Summer Academy (a 6-week academic-athletic summer program)
- Community-based clinics, leagues, camps, workshops and events

The Communications Manager will be responsible for overseeing and managing all social media platforms and the New Heights website, along with establishing and maintaining organization-wide cohesion of messaging and design. This position is full-time, reporting to the Chief Development Officer, and works closely with the senior leadership team.

Responsibilities:

- **Cultivation & Stewardship**
  - Build New Heights brand awareness
  - Support development team in drafting and developing external written collateral and templates, including but not limited to: slide decks, annual reports, press releases, etc.
  - Support program team in developing flyers, social media and facility marketing templates
  - Serve as a point of contact with corporate, individual, and foundation marketing teams
- **Communications**
  - Oversee and “own” all social media platforms and New Heights website (currently Squarespace)
    - Manage social media content and website design/updates
  - Maintain organization-wide cohesion of messaging and design
  - Craft compelling newsletters, website spotlights, or other external communications
  - Maintain the highest levels of accountability and compliance standards when dealing with communication lists
  - Serve as key member in rapid-response efforts involving communications
  - Work closely with development/program staff to conduct consistent social media outreach
Time Commitment: 60% Development Department and 40% Program Department
Support programs team in community outreach, including but not limited to flyer creation, social media posts, email campaigns, etc.

Miscellaneous
- Support development of strategic planning and donor outreach and communications for annual fundraising events including GameChangers Ball, MADNESS, and Shoot-a-thon
- Assist with event stewardship through timely follow-up strategy implementation & support of communications
- Support with ongoing fundraising events and initiatives, including planning and logistics, ticket and sponsorship sales, auction, outreach, and communications
- Additional responsibilities as assigned

Ideal Candidate:
- Passion for the New Heights mission
- Minimum 3 years of experience
- Demonstrated strong interpersonal, communication, organizational, and project management skills
- Proven ability to write quickly and persuasively under deadline pressures
- Proven record of working independently and managing and executing multiple projects
- Impeccable writing and editing skills; ability to translate complex ideas and strategies into clear, concise, and compelling narratives
- Strong attention to detail
- Portfolio or examples of design work
- Team player who can collaborate across verticals
- Experience using email marketing platforms required (i.e. Constant Contact, MailChimp, etc.)
- Experience with CRMs a plus but not required (i.e. Salesforce, Raiser's Edge, DonorPerfect)
- Experience working with youth-based organizations a plus but not required
- COVID-19 Vaccination

Additional Qualifications:
- Detail-oriented
- Self-starter
- Tech-savvy
- Design background is a plus

Salary and Benefits:
- Competitive salary depends on experience and qualifications.
- Comprehensive benefits package, including health and retirement plan with employer contribution.
- This position is a full-time in-person position at 1561 Bedford Avenue, Brooklyn, NY 11225. We will consider a hybrid, remote/in-person role for the right candidate.

How to Apply:
Please send resume and cover letter to Ashley Faison at afaison@newheightsnyc.org. Please put “Communications Manager” in the subject line. No phone or fax inquiries—we will respond if we require further information.