Who We Are

LEAP (Leadership Education for Asian Pacifics) is a national, nonprofit organization founded in 1982 with a mission to achieve full participation and equality for Asian and Pacific Islanders (APIs). LEAP works to achieve this mission by: Developing People, because leaders are made, not born; Informing Society, because leaders know the issues; and Empowering Communities, because leaders are grounded in strong, vibrant communities. Guided by the philosophy: “Keep Your Values. Develop New Skills.”, LEAP is focused on “uncapping talent” and filling the pipeline with Asian and Pacific Islander leaders across all sectors.

About This Role

LEAP is seeking a Communications Manager to support our efforts in enhancing our reach and awareness within the corporate, nonprofit and communities invested in API advancement and leadership. In this role, you will be assisting the Director of Development in expanding our mission and vision by creating and driving the execution of LEAP’s communications and marketing strategies.

Our ideal candidate for this role would possess a keen eye for detail and organization, welcome the opportunity to be challenged creatively, embody strong communication and design skills and have a drive to empower the API community. This role requires the Communications Manager to stay updated on conversations happening within the API community and leadership education to identify trends and ensure the content they’re creating is both relevant and engaging for our audience. To be successful in this role, our ideal candidate would need to thrive in a fast paced environment, demonstrate strong collaborative efforts, show proficiency across all social media platforms and hold experience in creating both written and digital design content.

What You’ll Do

- Collaborate with the Director of Development to create and execute an annual fundraising strategy which includes creating content for blog posts, social platforms (Instagram, Facebook, LinkedIn, Twitter), highlighting our podcast, emails, newsletters and more.
- Manage LEAP’s website including making content updates, providing an enhanced user experience, ensuring the site is SEO optimized and more.
- Assist in generating grant reports or any related funding/client needs.
- Assist with planning and executing fundraising and engagement events, including creating marketing collateral, driving attendance, capturing attendee data and more.
- Maintain positive relationships with fund providers and other stakeholders.
- Support the setup and management of LEAP’s customer relationship management (CRM) including merging data from other management systems and updating activity...
tracking, including: contact information, event attendance, monitoring/processing contributions, alumni engagement, volunteer engagement and more.

- Provide ongoing marketing and engagement analytics.
- Remain available for other supportive duties as needed.

**Who You Are**

- 3+ years of experience in communications; preferably working with nonprofits, the API community, political or social justice issues.
- Hold a Bachelor’s degree in Communications, Journalism, Political Science, or related field.
- Must have strong familiarity in the Asian and Pacific Islander community, including its needs, challenges and opportunities.
- Display excellent oral and written communication skills.
- Ability to work well under pressure, manage multiple projects concurrently and update priorities as needed.
- Experience with Salesforce, Adobe applications and Canva preferred.
- Hold a strong understanding of SEO best practices.
- Must have a passion for purpose-driven and solutions focused work.
- You thrive in a fast paced environment and are flexible to pivot when needed.
- You have a great sense of humor and enjoy being a part of a close knit team.

If you are interested in helping the API Community and this role interests you, we encourage you to apply by emailing your resume to Grace Toy at gtoy@leap.org