



Position Title: Communications Manager

Organization: Children's Funding Project is a nonprofit social impact organization that helps communities and states expand equitable opportunities for children and youth through strategic public financing. Through our hands-on technical assistance and collection of resources, we help local, state, and Native leaders; agency staff; and advocates identify existing revenue sources, align current funding with their goals, and explore ways to generate new and sustained funds to support programs for children and youth. Read more about us at childrensfundingproject.org.

About the Position: The communications manager supports Children's Funding Project's multiple communications and outreach efforts. The manager works as part of a team to (1) advance the organization's brand and (2) promote constructive narratives about the ways strategic public financing can support and expand programs and services for children and youth. The communications manager plays a central role with the organization's storytelling, content development, outreach, and communicating organizational impact. As such, this position requires a combination of skills including writing, editing, digital communications, social media planning, media relations, and project management. The ideal candidate is a high-performing, proactive, and resourceful generalist who can execute communications projects across multiple channels and formats ranging from publications and web content to social media and earned media.

This full-time, exempt position reports to the communications director and requires minimal travel.

Job Responsibilities:

- Write and edit blog posts, website content, impact stories and content for annual reports, op-eds, press releases, and other content.
- Develop and maintain the organization's social media calendar, including drafting and scheduling social media posts, creating social media graphics, and tracking monthly analytics.
- Create and manage the organization's monthly email newsletter, webinar announcements, and other email communications.
- Develop outreach plans to promote new organizational tools, resources, and announcements.
- Support the communications director in managing and maintaining the organization's communications and editorial calendars.
- Assist the communications director with media requests, including developing media collateral, maintaining key media relationships, and monitoring media coverage.
- Design, maintain, and encourage compliance with Children's Funding Project's internal communications processes, standards, and style.
- Serve as a thought partner to the communications director to advance and improve the organization's communications strategy, branding, and public-facing channels and materials.
- Other duties as assigned.

Skills and Experience:

- Minimum of 5-7 years of progressively responsible, relevant work experience in communications, journalism, publishing, public relations, marketing, or related field or demonstrated experience executing the skills required for this role in another capacity.
- Bachelor's degree in communications, journalism, English, or related field.
- Exceptional writing skills, including the ability to write in a variety of styles and tones; adapt writing for different audiences; and translate complex topics into clear, accessible, and compelling language.
- Strong social media strategy and planning skills and experience managing multiple social media accounts.
- Excellent project management skills with a keen attention to detail and the ability to work on multiple projects simultaneously and meet deadlines.

- Basic copyediting and proofreading skills, and familiarity with the guidelines of the *AP Stylebook*.
- Experience working with social media scheduling tools (like Hootsuite), email marketing platforms (like Constant Contact), design programs (like Adobe InDesign and Canva), web-based content management systems (like WordPress), and project management platforms (like Monday.com).
- Familiarity with Microsoft Office suite and Google Workspace.
- Ability to think creatively, strategically, and proactively.
- Team-oriented attitude with an ability to work independently in a remote environment.
- Professional or lived experience with nonprofit organizations that serve children and youth is a plus.

Location: Remote. Work may be performed from anywhere in the United States.

Compensation: This position falls into the manager level of our salary structure. Although the full salary range for the position is \$75,000-\$90,000, we expect the hiring range to be between \$75,000 and \$82,500, based on skills, experience, and internal equity. Note: New hires rarely, if ever, are offered at the top of the full salary range to allow for salary growth over time in the role. Children's Funding Project also offers a generous benefits package, a great (and growing) team, and a working environment that emphasizes professional development and growth.

To Apply:

Email a cover letter, resume, and three writing samples to resume@childrensfundingproject.org. A cover letter is required for consideration and should address your specific interest in this position and outline the skills and experience that relate to the role. Please do not submit academic or research papers as writing samples.

Children's Funding Project commits to building a diverse, equitable, and inclusive work environment that reflects the breadth of communities and clients we serve. We are an equal opportunity employer dedicated to hiring socially conscious individuals with diverse experiences and knowledge that deepen our organization's impact. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. People of color, members of Native nations, LGBTQ-identified people, gender-nonconforming people, people with disabilities, veterans, and people who speak a language in addition to English are strongly encouraged to apply.