

We are looking for a Communications Manager to join our growing team at Project Success. Project Success is a youth development nonprofit organization that helps students connect their purpose. We work with more than 16,000 6th-12th grade students and their families in the Minneapolis School District and have more than 100,000 alumni around the world. Learn more at projectsuccess.org.

The Communications Manager conducts the day-to-day operations of the communications team, including activities that advance program participation as well as community support and awareness. This role will require excellent communications and project management skills, the ability to work both independently and collaboratively, and an appreciation for dynamic work environments with ever-emerging opportunities to make a greater impact. Our ideal candidate resonates with the Project Success mission, has the ability to build and nurture trusting relationships with a variety of people, and approaches challenges with a positive, problem-solving attitude.

This role will report to the Senior Director of Advancement, work closely with the Development and Communications teams, collaborate with staff across the organization and will work with many contractors who provide production, design and technical support.

Core Responsibilities

Program Promotion and Communications (65%):

- Coordinate with Program Managers and Directors on designing and executing promotion and engagement strategies for students and families, encouraging program participation and awareness
- Manage the design and production of printed promotion for program events and activities
- Manage language translation of all print materials for program promotion
- Manage the design and production of digital promotion of program events and activities, primarily website content and design and e-mail content and design
- Manage photo and video documentation at Project Success program events

Organizational Communications (15%):

- Ensure consistent use of branding, messaging, formatting, and style policies in externally distributed materials with the highest standards of quality control
- Support Directors on major initiatives developed to support the advancement of the mission.
- Work with the Director of External Relations and appropriate vendors on the production of videos, including copy writing, editing, content collection and interviews
- Manage the content, design, audience, and analytics of the news blog and quarterly e-newsletter.
- Manage all content, design, maintenance and analytics for the website
- Manage vendor relationships needed for print, production, design, video and digital communications
- Manage the digital photo library

Development Communications (10%):

- Work with the Development Manager and Director of Development and Communications to manage design of printed materials
- Work with the Development team to manage digital fundraising strategies and execution
- Assist with production of fundraising events, including print material design and production, speech writing, visual presentations and digital communications

Alumni Relations (5%):

- Build, manage and maintain an annual engagement program involving Project Success alumni.
- Work with program and operations staff to engage alumni in program activities
- Work with Communications team to identify key alumni storytelling opportunities

Volunteers Management (5%):

- Work with the Development Manager to co-chair activities conducted by community volunteers supporting advancement, primarily through the Engagement and Outreach Volunteer committee

Minimum Qualifications

- A Bachelor's degree in an appropriate area of specialization, such as communications, journalism and/or public relations, and/or seven years of equivalent career experience
- Excellent written and verbal communications skills
- Excellent brand management skills
- Working knowledge of web communications strategies and analysis
- Strong computer and online application skills with a working knowledge of MS Word, MS Outlook, and MS Excel, Word Press and Mail Chimp
- Excellent interpersonal skills, written as well as verbal
- Strong project management skills in print, digital and/or other media production
- Experience in process management for inter-departmental collaboration and production
- Ability to establish and maintain effective working relationships with diverse constituents; deal diplomatically with the public
- A strategist who is adept at planning, prioritizing, problem-solving, organizing and following through while remaining focused
- Ability to work effectively under time constraints, meet short deadlines and adapt to emerging priorities with unexpected timelines
- Self-motivated, extremely reliable, ability to work with minimal instruction and supervision
- Ability to routinely handle objects weighing up to 25 lbs. and on occasion may be expected to lift objects weighing up to 50 lbs

Position Details

This position is a full-time, salaried exempt position, with a typical work week of 40 hours per week in the time frame of 8:00AM-6:00PM, Monday – Friday. Some schedule adjustments, including early mornings, evenings, and weekends will be necessary to execute programs or events that require communications support and management.

Flexibility available for remote work, for up to 20 hours per week.

The compensation package includes the following:

- \$45,000 - \$50,000 annual salary range
- Generous paid time off, including PTO days, sick days, and paid holidays
- Excellent Health Insurance (*PS pays 100% of the monthly premium rate*)
- Dental, Short-Term Disability, and Life Insurance (*PS pays 100% of the monthly premium rate*)
- SIMPLE IRA retirement plan with match
- Free parking at the PS office in lot and on adjacent streets

To Apply

Please email the following to apply@projectsuccess.org, addressed to Emily Heagle, Senior Director of Advancement:

- Resume
- Cover Letter
- Where you heard about us and/or found the job posting

To learn more, visit: https://www.projectsuccess.org/news_events/job_openings/

Project Success is dedicated to building a diverse and inclusive team. We strongly encourage candidates from a wide variety of backgrounds and experience levels to apply!