

Job Title: IncludUs Communications Manager

Location: Remote (with occasional travel for events and meetings)

Type: Full-Time

Overview: The IncludUs Fund is seeking a skilled and creative Communications Manager to lead its storytelling, branding, and outreach efforts. The Communications Manager will oversee all aspects of internal and external communications, ensuring the organization's mission and programs are effectively communicated to diverse audiences. This role requires a strategic thinker with strong content creation, media relations, and digital marketing expertise.

Key Responsibilities:

- **Communications Strategy:**
 - Develop and implement a comprehensive communications plan aligned with IncludUs Fund's goals.
 - Craft messaging that effectively conveys the mission, vision, and impact of IncludUs Fund initiatives.
- **Content Creation:**
 - Write, edit, and produce high-quality content, including press releases, newsletters, blog posts, and social media updates.
 - Oversee the creation of multimedia content such as videos, graphics, and infographics.
 - Collaborate with program teams to highlight stories and achievements.
- **Digital Marketing and Social Media:**
 - Manage IncludUs Fund's social media channels, growing audience engagement and reach.
 - Plan and execute digital campaigns to amplify key initiatives and events.
 - Monitor and analyze digital performance metrics to refine strategies.
- **Media Relations:**
 - Cultivate relationships with journalists, bloggers, and influencers to secure media coverage.
 - Respond to media inquiries and act as the organization's spokesperson when necessary.
 - Prepare and distribute press kits and media materials.
- **Brand Management:**
 - Ensure consistent use of branding across all communications materials.
 - Maintain and update the organization's website and branding guidelines.
- **Event Support:**
 - Provide communications support for events, including promotional materials, live coverage, and post-event recaps.
 - Coordinate with event teams to maximize visibility and engagement.
- **Team Leadership:**

- Supervise communications staff, interns, or volunteers as needed.
- Provide training and guidance to ensure high-quality content and messaging.

Qualifications:

- Bachelor's degree in Communications, Journalism, Marketing, or a related field. Master's degree preferred.
- Minimum 5 years of experience in communications, public relations, or marketing.
- Exceptional writing, editing, and storytelling skills.
- Proficiency in social media platforms, content management systems, and design tools.
- Experience with media relations and digital marketing strategies.
- Strong organizational and project management abilities.
- Familiarity with issues related to social justice, equity, and community development.
- Bilingual (English/Spanish) strongly preferred.

What We Offer:

- Competitive salary and benefits package.
- Opportunity to shape the voice and impact of a mission-driven organization.
- Collaborative and inclusive work environment.
- Professional development and growth opportunities.

How to Apply: Submit your resume, cover letter, and two writing or design samples to [email address]. In your cover letter, describe your experience in communications and your vision for amplifying IncludUs Fund's mission.

Application Deadline: Open until filled.