

- Write and distribute press releases for agency events and announcements. Develop media outreach strategy and manage media inquiries on a rolling basis alongside CAO and CEO.

Events

- Lead the communications around events in collaboration with the Community Outreach and Events Coordinator
- Lead communications with event participants, including invitations, payment, and registration information, confirmations, reminders, and follow-ups
- Work with the Advancement team to plan and lead the design of materials and execute mailings

Supervisory

- Recruit, train and manage communications specialists and interns, as needed.

Preferred Skills and Experience:

- Bachelor's Degree in communications or related field OR demonstrated experience in crafting communications and executing communications strategies
- Minimum of four years of communications experience, with at least two years in a communications management role
- Meticulous and highly organized, able to plan and organize multiple projects simultaneously
- Initiative-taking, independent worker who also enjoys working collaboratively
- Strong written and oral communications skills with an ability to create clear, concise, and persuasive content
- Exceptional communication skills: ability to interact effectively with individuals from a diverse range of backgrounds and experiences.
- Comfortable with public speaking to groups of up to thirty people
- Experience in managing budgets
- Proficiency in graphic design
- Aptitude for computer software and applications, particularly as relates to design, social media, and donor Databases
- Creativity, flexibility, and resourcefulness to recognize and solve problems
- Bilingual a plus

Work Environment/Physical Demands

While performing the duties of this position, the employee is frequently required to sit for extended periods and may be required to stand for an extended period. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Application Procedure

Interested candidates should send a cover letter and résumé (both required) to hr@womenventure.org with "**Communications Manager**" in the subject line. No phone calls.

WomenVenture is an equal opportunity employer, and 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. WomenVenture values diversity and strongly encourages candidates from all backgrounds to apply for this position.

This position description is intended to describe the general nature and level of work being performed by people assigned to this position. It is not intended to be an exhaustive list of all activities, tasks and skills required of people in the position.