



## POSITION AVAILABLE

### Communications Director

#### ORGANIZATION

Founded in 1987, New Jersey Future is a nonprofit, nonpartisan organization that promotes sensible and equitable growth, redevelopment, and infrastructure investments to foster healthy, strong, resilient communities; protect natural lands and waterways; increase transportation choices beyond cars; provide access to safe, affordable, and aging-friendly neighborhoods; and fuel a strong economy for everyone. New Jersey Future does this through original research, innovative policy development, coalition-building, advocacy, and hands-on strategic assistance. Embracing differences and advancing fairness is central to New Jersey Future's mission and operations. New Jersey Future is firmly committed to pursuing greater justice, equity, diversity, and inclusion through its programs, internal operations, and external communications. New Jersey Future is located in downtown Trenton, NJ. For more information, visit [www.njfuture.org](http://www.njfuture.org).

#### SUMMARY

New Jersey Future seeks an experienced communications director and strategic thinker to guide the organization's communications strategy and oversee its expanding communications and marketing activities. The communications director will manage a collaborative communications team and work closely with the organization's other directors and staff to amplify and increase public awareness and understanding of New Jersey Future's work. This position reports directly to the executive director.

#### RESPONSIBILITIES

- Develop and implement strategic communications plans.
- Write and edit articles, op-eds, newsletter messages, blog posts, direct emails, etc.
- Manage communications staff and all communications work to make sure all materials have consistent messaging and branding.
- Direct work involving communications-related technology platforms used for website development, email marketing, internal communications, and social media strategy and outreach.
- Oversee all external communications deliverables, including newsletters, emails, and web content and conduct quality control on all communications.
- Guide staff in creating communications plans and compelling messaging.
- Seek proactive opportunities to communicate about NJF work at the local, state, and national levels.
- Assist with the writing and editing of grant proposals.
- Work closely with development and marketing, including communications work related to NJF events and social media.
- Work closely with government affairs, including communications work related to advocacy, media, press strategy, and releases.
- Provide writing and speaking guidance and training for staff as needed.

#### REQUIREMENTS

- Motivated by the organization's issues and a strong mission-driven work ethic.
- Excellent verbal, written, and digital communication skills.
- The technological knowledge and ability to manage communications work on a variety of digital platforms.
- Demonstrated success in directing strategic communications plans.
- Experience managing individuals and teams.

- Media relations experience, including press release and op-ed writing.
- Ability to communicate complex issues in a compelling manner.
- Demonstrated track record of working well in a diverse team environment.
- Strong project management skills.
- Ability to learn quickly and work well in a fast-paced environment.
- A demonstrated commitment to justice, equity, diversity, and inclusion.
- Bachelor's degree required.

### **COMPENSATION**

The salary for this position is in the range of \$65,000 to \$80,000 and depends on the candidate's experience and skills. Salary is negotiable. This is a full-time position with benefits, including health, dental, vision, and life insurance, short and long term disability.

### **APPLICATION**

Interested and qualified candidates should submit a cover letter and a resume to [HR@njfuture.org](mailto:HR@njfuture.org). If selected to advance, one or more writing samples will be required.

New Jersey Future employees are working from home due to the COVID-19 pandemic. Employees will return to the office in Trenton, NJ on a hybrid work from home and in-office schedule after Labor Day.



*At New Jersey Future, we embrace differences and advance fairness as a means to nurturing powerful ideas and realizing meaningful social change. All qualified candidates are encouraged to apply and will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.*