



# POSITION AVAILABLE

## Communications Manager

**ABOUT US:** At New Jersey Future, we believe that great places help build great lives. To help create and preserve our great places, we promote sensible and equitable planning, redevelopment, and infrastructure investments that foster vibrant cities and towns; protect natural lands and waterways; enhance transportation choices; support a strong economy; and provide access to safe, affordable, and aging-friendly neighborhoods for everyone. We do this through original research, innovative policy development, coalition-building, advocacy, community partnerships, and hands-on strategic assistance. Embracing differences and advancing fairness is central to our mission and operations, and we are firmly committed to pursuing greater justice, equity, diversity, and inclusion in our work and culture. New Jersey Future is located in downtown Trenton, NJ. For more information, visit [www.njfuture.org](http://www.njfuture.org).

**POSITION SUMMARY:** New Jersey Future (NJF) seeks an experienced communications professional and strategic thinker with a commitment to racial and social justice to guide the organization's communications strategy and oversee its expanding communications and marketing activities. The communications manager will coordinate a collaborative communications team and work closely with the organization's directors and staff to increase public awareness and understanding of NJF's work and to advance justice, equity, diversity, and inclusion.

### RESPONSIBILITIES

#### Strategic Communications & Project Management

- Manage communications staff, consultants, and all communications work to ensure all materials have consistent messaging and branding.
- Work closely with development and marketing, including on communications strategy and messaging related to NJF events and fundraising.
- Work with program managers and staff to develop and implement strategic communications plans and compelling messaging.
- Facilitate monthly programmatic communications meetings to determine current and upcoming communications needs and priorities.
- Develop content to support digital marketing and outreach, including website development and updates, email marketing, internal communications, social media strategy, and outreach.

#### Press/Media Relations

- Seek proactive opportunities to communicate about NJF work at the local, state, and national levels, including developing and managing media relations.
- Write and edit press releases and op-eds.
- Serve as the single point of contact for the media, manage relationships, and direct inquiries to appropriate staff.
- Meet with staff to prepare for interviews, statements, press conferences, and other relevant speaking engagements as needed.
- Work closely with government affairs staff or consultants, including generating communications pieces related to advocacy, media, press strategy, and releases.

## Writing & Editing

- Write and edit newsletter messages, blog posts, articles, direct emails, social media, and other content as needed.
- Oversee all external communications deliverables—including newsletters, emails, and web content—and conduct quality control on all communications.
- Plan editorial calendar, strategizing and diversifying content based on key priorities, breaking developments, ongoing initiatives, and organizational goals.
- Assist with the writing and editing of grant proposals and reports.
- 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.
- A working knowledge of systemic inequities, including an understanding of the historical context and root causes of these inequities.
- Demonstrated commitment to and experience with justice, equity, diversity, and inclusion policies and practices and employment of these values.
- Comfortable with self-reflection, willing to learn, and capable of honestly working through conflict.
- 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.

**COMPENSATION:** The salary for this position is in the range of \$60,000 to \$75,000 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 on a hybrid work-from-home and in-office schedule.



*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.*