Communications Manager
Job Description

Believe in Students

College is a main route out of poverty, a cornerstone in the building of a great society, and a key hiring prerequisite for many employers. And yet, far too many students are facing poverty during college, requiring them to spend time ensuring their basic needs are met and keeping them from completing their degrees. Believe in Students is the nation's only non-profit organization focused exclusively on helping college students meet their basic living expenses. We do this work by listening when students tell us what they need, and then developing innovative solutions that are grounded in evidence, sustainability, and the potential for scale.

Headquartered in Philadelphia, PA, Believe in Students works with students and faculty members across the country. We offer a remote work environment; strong applicants from across the country are welcomed.

We are passionate about breaking down barriers and addressing the systemic inequities that many students face to ensure all students have their basic needs met so that they can learn and thrive.

Role Summary
The Communications Manager will execute all communications at Believe in Students. The ideal candidate has experience with social media platforms, strong writing and editing skills, and thrives in an entrepreneurial and goal-oriented environment. The Communications Manager must be highly organized, detail-oriented, self-motivated, and adaptable. This position will report to Believe in Students’ Executive Director.

Responsibilities
The Communications Manager will be responsible for leading organizational communications as well as assisting with fundraising and administrative duties. Key aspects of the role include:

Communications (75%)

- Manage and write social content for Twitter, LinkedIn, and Facebook
- Plan and create regular newsletters for stakeholders to learn about our work
- Manage content for the #RealCollege blog, including copyediting and supporting student writers, as well as working with team members to source students and professionals as writers
- Maintain and ensure consistent use of brand standards for all communications
- Manage and update website
- Help identify, coordinate, and manage the engagement of external consultants for key communications activities
Fundraising (15%)

- Monitor incoming individual donations in Bloomerang and reconcile monthly with finance team
- Manage gift processing, including annual tax receipts
- Assist with regular fundraising campaigns, including drafting copy for appeals
- Assist Executive Director with grant writing as requested

Operations (10%)

- Help document processes to ensure organizational sustainability
- Use task manager (Asana) to keep team members updated on shared projects
- Help maintain organization’s donor management and communications systems
- Ensure integrations between systems are up to date
- Provide other support as needed in a nimble organization

Critical Skills
To perform this job successfully, an individual must be a strong communicator, able to operate in a remote work environment, and be a creative, yet structured writer. Because much of communications work utilizes technology solutions, the ideal candidate will be highly comfortable working with software and web-based systems. Other important skills and attributes include:

- Commitment to an equitable, inclusive workspace
- High degree of accuracy and attention to detail
- Strong self-management skills, with experience using Asana or other project management tools ideal
- Proficient in Microsoft Office suite
- Familiar with or able to use Bloomerang donor management system and newsletter mailing systems (we use MailerLite)
- Experience with Twitter, Facebook, LinkedIn and social media management tools
- Experience with WordPress strongly preferred

Project Timeline: This position is a full-time role, with an ideal start date in mid-July.

Compensation: Anticipated starting salary of $55,000-$60,000, with some ability to move for a candidate with experience and knowledge that can advance the organization quickly. In addition, the following benefits are offered:
Health insurance: base level is provided with 99% of employee premium covered by BIS. Dental and vision insurance are also offered. Details will be provided during the interview process. We also offer an office allowance as all employees are working remotely. Holidays and 3 weeks of PTO, with some flexibility in work schedules to allow employees to manage work and life responsibilities.

How to Apply: Please submit your resume and cover letter to hsievers@believeinstudents.org.