Position opening: Communications + Outreach Manager

Salary range: $39,000 to $44,104

ABOUT PREPARE + PROSPER

Prepare + Prosper (P+P) is a nonprofit that works with people to build financial well-being and address financial inclusion. Harnessing the power of volunteers and partnerships, we provide free tax preparation and financial services, products, and coaching, and work to change systems to create economic opportunity for everyone. We are committed to the principles of diversity, equity, and inclusion in our work and are particularly interested in receiving applications from people of color and those with lived experiences similar to the people in our programs. Learn more about P+P at prepareandprosper.org.

POSITION AT A GLANCE

💡 Our preferred candidate is creative, a strong communicator, natural connector, and relationship-builder.

⏰ This is an exempt, full-time position with a comprehensive benefits package.

📍 The office is located near University Avenue West and Highway 280 in St. Paul with free parking and public transit options available.

_people_ This position reports to the external relations director, supervises the outreach coordinator, and works closely with program staff.

WHY THIS POSITION IS IMPORTANT

The communications + outreach manager is key to the success of P+P’s programs and visibility in the community. The manager will serve as an enthusiastic champion and ambassador of P+P’s brand identity, direct services, and financial health. They will seek opportunities to get the word out, tell P+P’s story, create new collaborations, and increase engagement. A natural relationship-builder, connector, and communications professional, the manager will lead communications activities that support programs and P+P’s digital presence as well as the organization’s community outreach program, with a focus on underserved populations and communities of color.

The manager promotes and incorporates diversity, equity, and inclusion in planning, decision-making, and program implementation to advance P+P’s racial equity and economic justice commitment to address systemic racism and foster trust in supporting customers in building financial well-being.

The manager is a part of the external relations department (development, communications, and outreach) responsible for telling the organization’s story and inspiring people to engage in and support our work. We are looking for candidates who
enjoy interacting with people, discovering opportunities, being creative, and communicating effectively.

**WHAT YOU ARE GOOD AT**

- You can take complex or technical information or concepts and communicate them in a clear, concise, creative, and engaging manner.
- You enjoy strategic communications work and brand management, and are comfortable with writing, design, storytelling, digital and social media, and media relations.
- You can monitor trends in communication and understand what makes news and information relevant and compelling.
- You see opportunity for and can make happen collaborations that will ultimately connect community members to our services.
- You have a knack for developing and sustaining relationships with people, organizations, and communities.
- When you develop and steward relationships and new collaborations, you find mutual benefits for both parties.
- You are a thinker and doer, and have an entrepreneurial mindset, love a challenge, and are comfortable creating your own roadmap to take action.
- You enjoy solving problems and are not deterred when presented with work or a problem you have never encountered before.
- You know how to effectively track multiple action items or projects over time and are driven to ensure they are successfully completed, like creating multiple materials for tax season.
- You can integrate and validate ideas from people of different backgrounds, cultures, and life experiences.
- You are dependable and can establish confidence among your team members in your ability to carry out your work and meet deadlines.

**WHAT YOU HAVE DONE**

- You have worked in communications, public relations, outreach, or a related field.
- You have experience writing and designing organizational communications and campaigns that educate, persuade, and/or inspire engagement with a diversity of audiences and across platforms (digital, print, in-person).
- You have experience with building new partnerships and connecting with a diversity of communities.
- Speaking multiple languages is a plus.
- You have experience or a desire to learn how to use the Adobe Creative Suite, WordPress, and multiple social media platforms.
- You have acted as the point person for a team project and were responsible for communicating the project’s current status, successes, and problems.
- You have demonstrated good judgement, initiative, and problem-solving, even with limited instruction or direct assistance.
• You have worked effectively with people from diverse cultural and socio-economic backgrounds. It is a plus if you have experience with performing your work with equity and eliminating structural racism.

**BENEFITS THIS POSITION OFFERS**

Our benefits package for this position includes:

• Health, dental, life, and short/long term disability insurance
• Generous PTO accrual rate (19 paid days off for the first year of employment)
• 16 paid holidays (14 set days and two floating holidays)
• Retirement plan (SIMPLE IRA)
• Flexible Spending Account/Health Savings Account
• Mileage reimbursed for work-related travel

Additional benefits details will be provided to those selected for an interview.

**WORK ENVIRONMENT**

• This position operates primarily in an office environment that is accessible. Some work at off-site locations may be required.
• The employee must be able to detect, interpret, and read objects at close and far distances
• This role routinely uses standard office equipment such as computers, phones, photocopiiers, scanners, filing cabinets, and fax machines.
• While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to move around the office and between offsite meetings; grab, move, and manipulate objects, and operate a computer.
• Due to travel in the community, this position requires a valid driver’s license and an insured vehicle.
• Some night and weekend hours, particularly for community events, are required for this position.
• Work place is a smoke- and drug-free environment.

**HOW TO APPLY**

• Please submit resume and cover letter by Wednesday, April 1, 2020 to stacy@prepareandprosper.org with the subject line “Communications + Outreach Manager.”
• Indicate in your email where you heard of the position opening.
• Anticipated start date: late April 2020

In your cover letter, we encourage you to write about:

• What interests you in working for P+P.
• What you are passionate about.
• Highlights of your personal and professional background that would help us see you as an outstanding candidate.
OUR COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY

P+P is an equal opportunity employer and does not discriminate against any individual with respect to the terms and conditions of employment based on that individual’s race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws.