



Communications Manager

Location: United States (remote, East Coast working hours)

Type: Full-time

Target salary range: \$70,000 - \$77,000/year, depending on experience, qualifications, and location

Reports to: CEO

Position posted: May 3, 2024; available immediately

About us: Humanity in Action is a transatlantic educational organization committed to promoting human rights, pluralism, and democratic values. We educate, inspire, and connect a global network of students, young professionals, and established leaders to take action in their own communities and beyond. Our programs enable constructive discussion and action in a changing world through innovative and inclusive approaches that bridge past and present. The Humanity in Action network comprises six teams working in Amsterdam, Berlin, Copenhagen, Sarajevo, Warsaw, and remotely in the United States (the American organization, Humanity in Action, Inc., is a New York City-based 501(c)3 non-profit).

The Opportunity: We are seeking a dynamic communications professional and skilled storyteller to lead and elevate Humanity in Action's external communications portfolio. Our Communications Manager will be a member of our small headquarters team of Humanity in Action, where they will play a vital role in crafting clear and compelling messages to communicate our work to our stakeholders, including alumni, funders, and the wider public. They will lead the development, implementation, and execution of a new communications strategy for the organization. They will support grant writing initiatives, oversee our website and social media, ensure coherent brand design, coordinate external communications among our offices, and lead the production of communication assets (annual reports, social media templates and campaigns, branding guidelines, etc.).

This role reports to the CEO and will work closely with our six national directors as well as staff and freelancers across our offices. They will supervise external service providers, freelancers, and interns to support their role. We offer a high degree of autonomy and ownership, a team of kind and dedicated colleagues across our six offices, and meaningful work in the context of human rights education and leadership.

You are a good fit for this role if you understand and care about social justice movements, particularly with regard to democracy, human rights, and pluralism. You know how to craft engaging messages that are strategically aligned to specific audiences. You have a keen eye for visual design as well as an understanding of effective engagement on social media. You are interested in working in an international, cross-cultural environment and have an eye towards streamlining processes across multiple teams and offices.

Responsibilities:

- Communications strategy and oversight:
 - Lead the creation and implementation of a refreshed communications strategy, including new corporate branding guidelines, a language bank, and a crisis communications plan
 - Streamline social media presence and support offices in messaging well and coherently

- Define and evaluate metrics to assess growth of audiences and effectiveness of the communications approach, and adapt when necessary
- Support organizational leadership with remarks, written messages, and social media presence to align with organizational goals
- Create opportunities to bring Humanity in Action into public conversations on social justice, democracy, and human rights education
- Content creation and management:
 - Identify, produce and oversee content for communication materials including the website, newsletters, narrative reports, social media, briefings, press releases, annual reports
 - Train offices and in some cases edit their content to promote cohesive and sharp written and visual branding and adherence to our branding
 - Oversee website front and backend and coordinate updates and fixes with our web developers
 - Oversee social media content
 - Create appealing visuals, work with external designers, when appropriate, on our branding, style guide, templates, etc.
 - Address communications challenges and opportunities that may arise
- Development input:
 - Offer target-audience-based comms input as a writer/storyteller in the context of communicating with our past, current, and future funders
 - Lead the production of content for fundraising applications and grant reporting as well as board presentations
 - Support the annual alumni giving campaign
 - Take part in the planning and implementation of alumni-focused projects

Requirements:

- Language: Native-level English writing, copy editing, and verbal skills extending to excellent abilities in storytelling, narrative framing, and messaging techniques
- Professional experience: A proven record of communications and project management experience, ideally but not necessarily in the non-profit sector
- Strategic Thinking: Capable of developing long-term strategies and translating them into successful short, medium, and long term outcomes along the way
- Aesthetics: Keen eyes for contemporary design aesthetics, with a proven ability to create low-key visually appealing content
- Cultural Awareness: Familiarity with marginalized communities and identities; awareness of college campus climates and cultures; work has an emphasis on highlighting and engaging with (historically) excluded voices as well as contemporary social justice issues
- Cross-cultural competences: Able to understand, engage with, and balance the interests and needs of colleagues and participants with differing communication approaches and cultures; awareness of multi-language content challenges

- Digital Savviness: Experience with GSuite, Canva, Wordpress, Instagram, MailChimp, and a willingness to suggest and learn new tools (Google analytics, SEO tools, CRM systems), including AI-based ones

Humanity in Action culture:

We are a small but international team of collaborative people who take initiative, are independent and work well together, look for new opportunities, and work with integrity to stay accountable to each other and our community.

Culturally, this role is good fit for you if you:

- Work well in an international, cross-cultural team
- Have the drive to get things done independently with the self-awareness to ask for help when needed
- Are thoughtful, empathic, and flexible
- Bring humility and humor to the table(s)
- Are committed to Humanity in Action's values and vision

We're looking for people who are excited about this role, believe in our mission, and can contribute to our team in a variety of ways - not just candidates who check all the boxes. Even if you don't feel that you meet every single requirement, we still encourage you to apply.

Humanity in Action offers a full benefits package, including medical, dental, vision insurance, a 401k plan with matching contribution, federal holidays plus the week between Christmas and New Year's, paid vacation (10 days in the first year, 15 thereafter), and personal time off.

Equal opportunity commitment:

- Humanity in Action is committed to providing equal opportunity in employment on the basis of individual merit and personal qualifications to employees and applicants for employment. Equal employment opportunity is provided to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), marital or familial status, national origin, age, physical or mental disability, sexual orientation, gender expression or gender identity, citizenship status, covered military or veteran status, genetic information, status as a domestic violence victim, prior arrest of conviction, reproductive health decision making and/or any other classification protected by federal, state, or local laws. This Equal Employment Opportunity Policy is an integral part of our generally applicable personnel practices and procedures and applies to all terms and conditions of employment, including, but not limited to, hiring, promotion, compensation, benefits, termination, leaves of absence, training, the development and advancement of employees, and all other terms and conditions of employment. Any employee of Humanity in Action who violates this policy may be subject to disciplinary action, up to and including termination.

To apply, please submit your resume including two references, a one page cover letter, and a portfolio or samples (up to five) of your writing and design work via [our website](#). Please note only postings listed on our website are accurate and current. Please submit your application only through the link above to be considered.

For inquiries, please reach out to usa@humanityinaction.org with the subject line: *Comms Manager Inquiry*. Please apply by **May 31, 2024**. Applications will be reviewed on a rolling basis and decisions might be made prior to the deadline.