



COMMUNICATIONS MANAGER

Job Description

About Women Moving Millions

Women Moving Millions is a dynamic, impact-led community on a mission to catalyze resources to power the movement for gender equality. Our 400-strong membership has collectively committed over \$1B to improve the lives of women and girls. Through collaborative leadership (resources, social capital, and expertise), we seek to drive greater impact and accelerate progress. By transforming how we give and invest, we remove barriers for leaders and innovators, inspiring bolder investments from a diverse ecosystem of funding partners. Together, we are building a world where all women have full autonomy, freedom, and agency over every aspect of their lives. Learn more: <https://womenmovingmillions.org/about/>

Summary of Position

Women Moving Millions is seeking a Communications Manager to join our team at our Headquarters in NYC. The Communications Manager will be primarily responsible for implementing strategies for all external and internal communications and events marketing as well as providing graphic design skills for all digital and print materials. The ability to multi-task, while managing administrative support, is essential to the success of this position. The ideal candidate for this job will operate effectively and efficiently in a fast-paced environment.

Job Title: Communications Manager

Location: Remote to hybrid (currently two days in office); New York City preferred

Compensation: \$75,000 - \$90,000 range

Time Commitment: Full time

Supervisor: Chief of Communications

Start Date: ASAP

Key Responsibilities

▪ Communications, Marketing, and Design:

- With support and direction of the Chief of Communications, coordinate and implement a communications work plan that includes the curation, production, and dissemination of internal and external content via web, social media, and email marketing channels (including text, graphics, and videos).
- Write and edit copy for Women Moving Millions marketing materials, including weekly, monthly, and quarterly newsletters
- Support the Chief Executive Officer and Chief of Communications in the drafting of communications, such as newsletters, updates, media inquiries, and reports.
- Manage design and production of all marketing materials and messaging for key programs and campaigns. Includes marketing for the Annual Summit, Philanthropic Leadership Program, Regional Events, Webinars, campaigns and special initiatives, and other programs and initiatives as needed.
- Develop and execute social media campaigns for key days, themes, member updates, upcoming events and relevant news. Manage social media editorial calendar, creating

and curating posts and digital design assets accordingly. Engage in active social listening. Track industry trends and monitor WMM's social growth.

- Maintain and develop strategies to increase member engagement with our digital members-only platform and WhatsApp community.
 - Maintain and make regular updates to WMM website, working with external website developers to update and ensure proper hosting, accounts, and services. Project manage website updates as needed.
 - Manage The Lens (resource center), The Exchange, and back-end Members-Only Portal on WMM website.
 - Ensure the consistency of brand messaging internally and externally, updating and monitoring Brand Asset Usage guidelines regularly.
 - Coordinate design and production of all materials to support development efforts such as annual impact report, sponsorship decks, event and program brochures, and direct mail materials.
- **Events:**
- Assist with general event preparation, including mailings, printing and creating event materials (signage, program brochures, general collateral, etc.) and ordering supplies.
 - Prepare and post social media content during signature events, coordinating with professional photographers as needed.
 - Create compelling event invitations and manage registration processes for all events, including CVENT event database.
 - Provide general onsite event support.
- **General Administrative Support:**
- Maintain WMM communications database and ensure it is updated regularly.
 - Maintain member files and other record keeping.
 - Maintain media lists and track external engagement events such as industry conferences.
 - Take meeting notes and minutes as requested.
 - Manage the organization's general email box, route requests to appropriate staff, and take initiative to handle elementary requests.

Qualifications

- Minimum of 3 – 5 years' experience in a communications role.
- Bachelor's Degree.
- Strong commitment to Women Moving Millions' mission, vision, values, and beliefs.
- Knowledge of the women's philanthropy space and broader social justice movement.
- Exceptional writing and editorial skills with high attention to detail and understanding of voice, nuance, and audience.
- Previous experience in writing for social media, and drafting press releases, corporate statements, executive communications, and internal communications.
- Exemplary project management skills with ability to lead multiple projects in a fast-paced environment.
- Experience with vendor and consultant management.
- Strong user abilities in graphic design and email marketing software/platforms, preferably Mail Chimp, Canva, and Adobe Creative Cloud (InDesign, Illustrator, Photoshop, etc.)
- Experience in the management and implementation of graphic design and creating printed pieces such as invitations, collateral, brochures, newsletters, and videos.

- Proficient in WordPress and knowledge of HTML preferred.
- Expertise and interest in managing different social media and networking sites such as Hootsuite, Vimeo, and YouTube.
- Some event planning experience preferred.
- High level of proficiency using all Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.
- Must possess current and valid U.S. Work Authorization and be eligible to work for any U.S. employer without sponsorship.

Equal Opportunity

Women Moving Millions is committed to the diversity of its workforce and strongly encourages applicants from all cultures, races, educational backgrounds, socio-economic classes, sexual orientations, age, gender, and physical abilities to apply. We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, age, disability, familial status, marital status, caregiver status, or any other category protected by applicable federal, state, or local law.

To apply for this position, please submit cover letter and résumé to Jobs@womenmovingmillions.org.