



POSITION ANNOUNCEMENT COMMUNICATIONS MANAGER

Learn to Earn Dayton's mission is to foster all Montgomery County children's success from birth until they earn a degree or high-quality credential. All young people need and deserve to have a career or skill that allows them to earn a living wage.

To achieve that mission, Learn to Earn Dayton aligns partners around community goals and center our work on building equity. We identify evidence-based supports, work with stakeholders, and bring best practices to students and families.

Learn to Earn Dayton brings together educators, business leaders, government officials, students, and others to collectively and strategically attack this challenge. Together we identify and eliminate practices that perpetuate inequities, particularly for Black and Latinx students and students experiencing poverty.

Learn to Earn Dayton is a Proofpoint member of StriveTogether's Cradle to Career Network. We track and analyze six key metrics along the cradle-to-career education continuum that research shows support student success in school and ultimately in life. We annually publish this data publicly to promote accountability and to encourage the effective alignment of community resources.

Learn to Earn also serves as the backbone agency for the emerging **Northwest Dayton Partnership**

POSITION SUMMARY

Learn to Earn Dayton seeks to hire its first full-time **COMMUNICATIONS MANAGER** who has the skills and experience to use stories and other communications tools that bring us closer to our various constituencies, including students, families, donors, volunteers, and policymakers.

The communications manager will collaborate with internal and external partners to create content and share stories that support organizational goals. They will develop and implement a strategic communications plan that engages stakeholders and uses qualitative and quantitative evaluation to measure impact and effectiveness.

The communications manager will work closely with the entire team and manage the systems and structures that support our communications and advocacy efforts.

ESSENTIAL COMPETENCIES & FUNCTIONS

The following duties are representative of performance expectations. Reasonable accommodations may be made to enable a qualified individual with a disability to perform essential functions.

Knowledge & Technical Skills

- Demonstrated ability to communicate with multiple audiences in a culturally competent manner
- Stellar writing and oral communications skills and a keen sense of newsworthiness
- Understanding the effectiveness and appropriateness of story assets (text, images, audio, video) and how to deploy them
- Visual, audio, and video content creation experience; well-developed eye/ear for best practices in each
- Strong attention to detail

Leadership

- Communicate a consistent understanding of the partnership to a diverse set of stakeholders from all community sectors while tailoring messaging to their unique needs
- Work independently and make appropriate decisions
- Self-motivation, innovation, creativity, and patience

Communication

- Capacity to target audiences and effectively communicate the partnership's key messages
- Competency to consider varying viewpoints
- Listen with sensitivity to the challenges, beliefs, and values held by individuals

Critical Thinking & Problem Solving

- Address and overcome complex issues to effectively communicate the partnership's work
- Examine and improve thought processes
- Ask critical questions of yourself and others
- Challenge assumptions
- Consider varying viewpoints
- Listen with sensitivity to the challenges, beliefs, and values held by individuals

Planning & Organizing

- Facilitate the organization's communications to internal and external audiences
- Plan and coordinate a content calendar to create a regular and consistent voice for the partnership
- Collaborate with internal and external partners to coordinate and oversee content creation
- Experience in developing strategic communications plans (from research through measurement/evaluation) and in designing specific content strategies to meet organizational objectives
- Re-purpose stories across platforms
- Maintain a story bank
- Use content management systems and analytics for web, e-newsletters, and social media

Embracing Change

- Sense of adventure and ability to adapt to dynamic situations
- Champion and communicate results spurred by the partnership to inform stakeholders about the partnership's progress

Teamwork/Collaboration

- Comfortable moving between formal and informal leadership to achieve co-developed results
- Develop and cultivate culturally relevant messaging with community stakeholders
- Effectively build relationships
- Keep the community informed

EDUCATION, JOB KNOWLEDGE, AND EXPERIENCE REQUIREMENTS

- At least three years full-time, professional work experience with significant responsibilities
- Team orientation, ambition, and a strong work ethic
- Working knowledge of intermediate- to advanced-level equipment (DSLR camera, video, audio recorder, microphones)
- Comfort and experience using editing software (image, audio, and video, post-production)
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- High levels of resourcefulness, critical thinking, and creative problem-solving
- Experience in Microsoft Office programs (Word, Excel, PowerPoint) and Adobe Creative Suite; Salesforce or other CRM experience a plus
- Friend of technology who can learn and use software platforms competently
- Willing to work weekends and evenings as needed
- Access to a car, possession of a valid driver's license, and proof of current automobile insurance
- Complete and pass all background checks and security clearances.

PHYSICAL REQUIREMENTS

The employee is regularly required to communicate clearly, in oral and written formats, with others in person, over the phone, and via other devices. The employee must be able to transcribe, read extensively, prepare and analyze data and figures, and operate a computer and other standard office machinery for extended periods of time. The employee must regularly travel to offsite locations to set up presentations and display physical and electronic forms. The employee must have the ability to lift, carry, push, and/or pull objects weighing up to 50lbs.

COMPENSATION

\$50,000-\$70,000/year plus benefits.

To apply, submit your cover letter and resume to careers@learntoearn Dayton.org with "COMMUNICATIONS MANAGER" in the subject line. NO PHONE CALLS, PLEASE.

Learn to Earn Dayton is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description does not imply that these are the only duties and responsibilities to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.