



Job Posting: Communications Manager

Who we are

Filantropía Puerto Rico (FiPR) is a philanthropy-serving organization (PSO) connecting philanthropic entities and amplifying their voice and impact in areas of equity, collaboration, transparency, and social justice. As a convener of funders with a grantmaking focus on Puerto Rico, we lead efforts to improve the lives of the marginalized.

Who we seek

An energetic, curious, creative, detail-oriented, collaborative self-starter, and self-motivated full-time Communications Manager to develop a creative communications strategy that will allow the organization to create new alliances and give the brand greater visibility inside and outside of Puerto Rico. The Communications Manager role is to develop, grow, and maintain a consistent organizational narrative across all platforms. The chosen candidate will handle all communications processes and provide administrative support to the executive director, and, as requested, conduct research on program-related issues.

The Communications Manager works in close partnership with the executive director, staff, and member leaders to lead the public and internal messaging, voice, and tone of the organization. This role works collaboratively with the team to develop content and written materials that advance the mission and goals of FiPR, such as public materials, the website, social media accounts, and creating original content.

Responsibilities:

- Implement an annual communications strategic plan that advances organization-wide goals and strategies.
- Develop the organizational narrative, voice, and tone to ensure consistency of brand and personality across different platforms and tailored to different audiences, including members, grantmaking foundations, elected officials, and community-based organizations.
- Lead a creative and innovative communications strategy that is long-term, while also responsive and nimble to advance emerging opportunities and meet the growth of our network including a wide range of platforms and mediums.
- Conceptualize and articulate a content plan that takes into consideration audience diversity and projects, and designing specific strategies.
- Manage FiPR media visibility through articles, blogs, letters, and newsletters, including creating new content and coordinating efforts.
- Strategize on opportunities for ED to have exposure in media.
- Develop press materials, including press advisories, press releases, talking points, fact sheets, testimonies, and press kits, among others. Develop and cultivate relationships with reporters and maintain a press contact list

- Oversee and manage
 - Social Media
 - Website and graphic design
 - Crisis Management
 - Policy Advocacy/endorsements
 - Respond to press inquiries
- Continuously improve FiPRs brand and make sure it comes across clearly to our different audiences.
- Coordinate the publication of an annual report on Filantropía Puerto Rico
- Monitor news feeds, affinity group listservs, and philanthropic journals for relevant articles, and circulate when appropriate.

Qualifications

- Be organized. Very organized!
- The highest professional and ethical standards.
- A self-starter, excited to learn new skills, problem solver (Google is your friend), detail-oriented, able to meet deadlines and handle multiple tasks, and a roll-up-the-sleeves attitude.
- Ability to work both independently and as a team player.
- A critical thinker with excellent writing and editing skills in both Spanish and English.
- Ability to work well in a small office and a remote environment.
- Access to a computer and an internet connection.
- A bachelor's degree
- Prior experience as a Communications Manager
- Absolute fluency in both English and Spanish.
- Experience with philanthropy or non-profits is helpful, but not required.
- Deep interest in advancing sustainability, and equity goals.
- Excellent interpersonal skills with the ability to communicate effectively with colleagues, board members, grantees, funding partners, and other stakeholders.
- An open mind and a sense of humor.
- Discretion and sound judgment (i.e., maintaining non-public information in confidence.)
- Mastery of Microsoft & Google suites (including strong spreadsheet skills), Slack, Aweber, Smartsheet and Survey Sparrow, amongst others.

Compensation: The salary range is approximately \$45,000 per annum.

Apply by: January 31, 2023, with a cover letter and resume addressed to Richard Córdova (richard@filantropiapr.org.) No telephone or social media inquiries, and we will solely contact those selected for an interview. Please expect to submit sample materials if you are invited to an interview.