

## **Third Sector New England Communications Manager**

Location: Boston, Mass

### Organization Description

Third Sector New England provides management and leadership resources to help nonprofits support strong, healthy communities. With a staff of nonprofit professionals, TSNE is an effective fiscal sponsor, convener, consultant and grant maker, offering a unique blend of capacity-building programs and services. Our work also complements that of the funding community and other capacity builders.

### Job Summary

This position has primary responsibility for developing and implementing an integrated marketing and communications strategy for our broad range of nonprofit capacity building services.

### Essential Job Functions

Review and revise TSNE's overall marketing and communications plan as appropriate; manage implementation  
Work with program managers to develop and implement coordinated programmatic marketing plans and activities

Ensure consistency of TSNE image and message by all programs to all constituencies; maintain organization-wide media protocols

Working with outside vendors as needed, develop promotional materials for TSNE services and products

Oversee website content and design, ensure that online content is written in a consistent style engaging target audience and increasing TSNE's exposure and reputation and calls for service

Develop and implement and maintain policies and best practices for online communication

Work with program staff to create content for online vehicles such as TSNE's website, social media sites and other e-communities and support the editing and production of the annual report and other written documents and concept papers emerging from TSNE programs

Manage TSNE's online marketing initiatives; coordinate production and scheduling of e-blasts and general e-campaigns in order to ensure best practices in constituent engagement

Track and analyze web statistics

Work closely with IT and other staff to coordinate the structure and data of Salesforce contact database with e-communication needs

Over see the general technical upkeep of the backend of TSNE and related websites performed by the online communications specialist

Perform other duties as required

### Qualifications

Five or more years of relevant communications experience required, including at least three years working in a nonprofit setting

Experience in and with grassroots, community based organizations, plus a clear understanding of how these organizations grow and develop

Proven success designing and implementing marketing strategies

Professional writing experience a plus (journalism, corporate communications, etc.) a plus

Experience creating collateral marketing or fundraising materials required

Excellent written and verbal communication skills

Ability to juggle multiple tasks and priorities and to meet deadlines

Ability to pay close and accurate attention to details

Ability to work independently and as part of a team

Spanish fluency a plus

Ability to work in a fast-paced organization that values cultural diversity and inclusion

Commitment to the work of social and economic justice organizations

To Apply

We strongly encourage online applications by submitting your resume and cover letter to [www.tsne.org](http://www.tsne.org).

We accept applications by mail to:

Third Sector New England,  
Attn: Employment Manager,  
NonProfit Center, 7th floor,  
89 South Street, Boston, MA 02111  
or by fax at: 617.523.2070

Third Sector New England is an equal opportunity provider, and employer. We strongly encourage applications from candidates of diverse backgrounds.