



Manager, Strategic Communications
Edvestors
Boston, MA

Edvestors advances equitable, meaningful education that prepares every Boston student to activate their power and shape their futures. Edvestors invites nominations and applications for the position of Manager, Strategic Communications. Reporting to the Director of Strategic Projects and working closely with teams across the organization, the Manager will serve as a key contributor and leader as Edvestors implements an ambitious new strategic plan.

About Edvestors

Edvestors was founded in 2002 as a platform to connect Boston philanthropists with the city's public schools by identifying, shaping, and matching donors with promising improvement efforts. Edvestors' work has evolved to couple mobilizing resources with implementation support and thought leadership to pursue our goals. Throughout, our commitment to the city's schools and students has remained constant.

Our mission is to advance equitable, meaningful education that prepares every Boston student to activate their power and shape their future. We drive toward our mission by 1) activating people and resources, 2) learning and iterating in context, and 3) influencing system change. We believe that continuously attending to all three drivers ensures our programs and initiatives - the School on the Move Prize, School Solutions Seed Fund, Boston Public Schools Arts Expansion, Zeroing in on Math, and Career Pathways - will create impact.

We focus our work in Boston Public Schools and since our founding, have raised and invested over \$35 million in our city's public schools. The relationships we've built, and our track record of effectiveness have solidified our critical role as a trusted partner and thought leader in Boston. Our position grants us access to the decision makers impacting Boston schools and students, enabling us to advocate for system-wide change.

Edvestors offers a supportive and flexible work environment with a collaborative team of colleagues. Our values drive our efforts and shape our relationships with each other and our partners.

- *Just* - We aim to advance racial equity in our organization, schools, and communities, as we continue to learn about and interrogate white supremacy culture and systemic racism. We commit to thoughtfully assessing our role in upholding systems of oppression, to working in community toward mutual accountability, and to remaining optimistic as we pursue equity in education for our students.

- *In Community* - We care for our colleagues and community. We believe the greatest potential for impact comes from working together and that success flows from listening, learning, and working in community.
- *Thoughtful* - We are reflective, critical, and responsive. We are sensitive to the needs and aspirations of those we work with and carefully consider the impact of our actions.
- *Committed* - We are dedicated to making a difference in the lives of Boston students. We invest in sustainable practices that create deep, meaningful, and long-lasting impact.
- *Optimistic* - We believe that an equitable future for our students and ourselves is possible. We bring joy, hope, and a desire to be better to the circumstances that challenge us.

Position Summary

This is an exciting opportunity to join Edvestors as it implements a strategic plan that includes leveraging the body of knowledge, relationships, and trust Edvestors has built in the Boston education landscape to advance equity and impact at a system level. The Manager, Strategic Communications, will employ innovative communications approaches to shine a light on Edvestors' work and advance its mission.

Responsibilities

The Manager, Strategic Communications will be responsible for (but not limited to) the following key areas:

Communications planning and implementation

- Provide input and assist in developing an internal communications strategy
- Contribute to communications for program areas, ensuring alignment with overall Edvestors communications strategy
- Support the generation of content ideas
- Collaborate with staff on the creation and dissemination of blog posts and an organizational newsletter, and explore additional ways to engage stakeholders
- Support processes to measure the effectiveness and impact of communications activities, including social media and digital content
- Partner with the development team to align communications, marketing, and fundraising efforts
- Facilitate monthly internal communications team meetings
- Incorporate an equity lens into all communications activities, including creation and dissemination of materials

Branding and design

- Support consistency of organizational branding, messaging, and voice among internal and external audiences

- Design brand content such as publications, infographics, and presentations, where appropriate
- Design and implement marketing and outreach campaigns that increase awareness of Edvestors' brand and program portfolio, including social media and digital strategies

Content curation and dissemination

- Manage and maintain the Edvestors website, including the launch of the redesigned website and any future redesign efforts
- Build and increase engagement of Edvestors social media accounts through the creation of engaging and dynamic content
- Assist in strategically positioning Edvestors' voice on relevant topics and issues in the field
- Capture and disseminate relevant media for internal staff and board sharing
- Provide editorial and design support for internal and external communications
- Collaborate with staff to ensure communications materials and platforms are dynamic, accurate, and up to date

Organizational activities

- Manage relationships with outside vendors related to the production of organizational materials and other communications-related efforts
- Serve as primary contact for outside public relations firm and other earned media activities
- Engage in staff activities that contribute to organizational culture in keeping with organizational values
- Participate in professional development opportunities and staff working groups
- Assist with other external and internal communications duties and special projects as needed

Qualifications

Edvestors is seeking a team-oriented leader and manager with experience designing and implementing communications strategies with a focus on mission and impact. The ideal candidate will have:

- Strong writing skills and an ability to communicate clearly through written, oral, and visual content
- Demonstrated success in developing creative, compelling communications for multiple external audiences
- Passion for bringing creative ideas to life
- Proficiency with various social media platforms and effective ways to use them
- Proficiency with email marketing, Microsoft Office applications, and Google Suite
- Interest in design to create clear and compelling materials; formal experience with design software (e.g., Adobe Creative Suite, Canva) preferred
- Experience supporting the development and implementation of a communications strategy, ideally in an "in-house" role within a nonprofit organization

- Outstanding project management and organizational skills, including an ability to prioritize and manage multiple tasks with careful attention to detail in the midst of uncertainty
- Collaborative mindset and experience working across multiple teams
- Ability to work independently and to proactively identify needs and opportunities
- Demonstrated commitment to supporting and promoting diversity, equity, and inclusion in all communications
- Deep commitment to Edvestors' mission of advancing racial equity in public education in Boston, alignment with Edvestors values, and a desire to be part of a team that is committed to growth and learning related to racial equity
- A sense of humor and optimism about the work

Edvestors offers a generous benefits package. Benefits include:

- Great Back Bay location near public transportation (currently in a hybrid setting with a mix of in-person and remote days);
- Paid time off: 3 week' vacation, in addition to holidays and sick days; and
- Medical and dental insurance, life insurance, disability benefits, and 401k plan with match after one year.

The expected salary range for this position is \$55-65k annually.

Please direct your cover letter and resume to Francisco Marriott at jobs@edvestors.org. Include the position title and your last name in the subject line of the email. Applications will be reviewed as received.

Edvestors is an equal opportunity employer. At Edvestors, we strive to maintain an inclusive, flexible and diverse work environment, and our team is made stronger by the diverse backgrounds, experiences, and perspectives within our staff. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.