

About the Position

MRG Foundation is looking for an experienced, creative, and collaborative Communications Manager to join our team! Our ideal candidate is excited about the power of social justice philanthropy, inspired by MRG's vision for a just and joyful world, and eager to expand MRG's audience reach and to grow our donor base.

The Communications Manager will work collaboratively with MRG's development and grantmaking teams to design, implement, and evaluate comprehensive communications strategies, materials, and messages that meet fundraising and programmatic goals, expands our base of donors - particularly in communities of color - and inspires our audiences to make an investment in MRG.

This is a full-time (35 hours a week) position with some seasonal fluctuation of hours. Hourly/Non-Exempt. Requires occasional weekends, evenings, and some in-state travel. Reports to the Deputy Director.

About MRG Foundation

MRG Foundation is Oregon's leading funder of social, racial, economic, and environmental justice groups. In the coming year, we'll award \$825,000 in grants, host nearly a dozen thought-provoking and inspiring events, and provide more than 1,000 hours in technical assistance to grassroots social change groups. To do that, we'll grow our donor base and raise close to \$1 million from individual donors and community partners throughout Oregon.

MRG is led by people of color and we make grant decisions through a unique, activist-led process that prioritizes funding to organizations led by those who are most impacted by injustice, including people of color, people living with disabilities, women, LGBTQ individuals, and low-income people. Our grantmaking decisions are made by a volunteer committee of community-based organizers who are directly involved in developing long-term solutions to complex social justice issues.

Summary of Responsibilities

Communications Management (~30%): Work with MRG staff to design, implement, and evaluate a comprehensive communications strategy that elevates MRG's visibility and reputation and supports MRG's development and programmatic goals and needs. Including:

- Managing MRG's editorial calendar.
- Managing MRG's website, social media, email, and other digital communications channels and tools.

- Ensuring external communications and event programs maintain a consistent look and feel, reflect MRG's brand identity, and convey compelling messages.
- Maintaining communications style guide and advising staff on use of style guide.
- Collecting and analyzing data and feedback on the effectiveness of MRG's communications, messaging, and brand identity. Revising and refining as needed.
- Working with Office Manager to integrate new communications tools & technologies.
- Working with Deputy Director to prepare and manage the communications budget.
- Staying current on advancements in the fields of social and racial justice, communications, fundraising, and philanthropy.
- Identifying and leveraging opportunities to secure guest blogs, op-eds, and media coverage of MRG and our grantees and establish us as the "go-to" resource on social justice philanthropy in Oregon.

Content Creation (~70%): *Manage and facilitate the creation of compelling and effective communications content. Including:*

- Supporting development staff in the creation of fundraising appeals, event promotions, event programs and speaking points, newsletters, brochures, and reports, including drafting content, coordinating feedback processes, and managing external graphic design, print, mailing, and photography vendors.
- Copy writing and managing the design and distribution of web content, blogs, social media posts, e-newsletters, surveys, and other electronic content.
- Reviewing, editing, and approving content for external use.
- Supporting MRG staff and leaders in writing content for their programs.
- Developing communications tools and resources for grantees as available.
- Preparing MRG spokespeople and ambassadors.
- Being an ambassador for MRG at community events, workplace giving, MRG events, and other gatherings.

Qualifications

- Experience with grassroots, community-based organizing and a strong racial justice analysis; a passion for and commitment to social, economic, and environmental justice and progressive philanthropy.
- Collaborative nature with a high capacity for working effectively in a team setting.
- Experience developing, implementing, and evaluating effective communications strategies and campaigns.
- Excellent writing, editing, and verbal communications skills with demonstrated experience developing motivating, audience-based messages and disseminating them via appropriate distribution channels.
- Exceptional project management skills including an ability to manage complex timelines, meet deadlines, coordinate multiple projects simultaneously, and prioritize tasks.

- Experience working with communities of color. Ability to work closely and effectively with people from different cultural and class backgrounds and across generations.
- Strong computer skills with a high degree of comfort with data management systems, bulk email, website management, social media, graphic design, and photo editing.
- Fundraising experience a plus.

Salary and Benefits

\$22 - \$26 per hour (35 hours per week), depending on experience. Excellent medical and dental coverage. Generous vacation, holidays, and sick leave.

How to Apply

Submit a resume and a cover letter explaining your qualifications and interest in this position. Your cover letter should be no more than two pages and should include your responses to these two questions:

1. MRG is committed to racial and social justice. How would you integrate these values into an effective communications strategy?
2. What do you think the role of communications is in supporting programs and development?

Position will remain open until filled. Deadline for consideration in the first review of applications: 9:00 a.m. on Monday, September 21. Email your application to info@mrgfoundation.org. Interviewees will be asked for a writing sample and three references.

To learn more about MRG visit www.mrgfoundation.org. Questions about the position or application process? Email Anita Rodgers at anita@mrgfoundation.org or call her at 503-289-1517.

MRG is an equal opportunity employer committed to affirmative action and accessibility. We are a racially, ethnically, and culturally diverse and inclusive organization. People of color, women, people with disabilities, and LGBTQ candidates are encouraged to apply. If you need any accommodations to participate in the application process please let us know.