



Igniting social change. Advancing social justice.

Communications Director

Position Type:	Full Time - 40 hours per week
Classification:	Salaried/Exempt
Reports To:	Executive Director
Salary Range:	\$65,000 to \$75,000/year DOE
Benefits:	100% of medical, dental, vision for the employee and their spouse and/or child(ren). Life and long term disability insurance. Generous retirement plan, paid sick time, vacation, holidays, and access to a discretionary wellness fund.

MRG's mission is to inspire people to work together for justice and mobilize resources for Oregon communities as they build collective power to change the world. And we've been at it since 1976.

We are a participatory grantmaker supporting organizations and groups whose work benefits communities that call Oregon home. Most of our grantees are emerging, grassroots organizations fighting for racial, social, environmental, disability and gender justice, and we prioritize funding groups that are led by people of color, Indigenous people, women/femmes, non-binary folks, LGBTQIA+ folks, low-income communities, young people, and immigrants and refugees.

We are a small-staff organization experiencing tremendous growth and development. We are in the process of rebranding, so the Communications Director will be responsible for moving us forward and incorporating our new brand direction once it's complete.

Position Summary

The Communications Director works collaboratively to design, implement, evaluate, and grow a comprehensive communications strategy that inspires our community to invest in and engage with MRG.

We are looking for someone with impeccable organizational skills, superb attention to detail, and the ability to anticipate problems or issues before they arise and solve them quickly. At the same time, this person should be highly creative, driven, and reliable, and have a great sense of humor, be collaborative, and rally when necessary.

Core Responsibilities

Communications Management - Work with MRG staff to design and implement a comprehensive communications strategy that elevates MRG's visibility and reputation and supports MRG's development and programmatic goals and needs. Specific responsibilities include, but are not limited to:

- In close coordination with development and grantmaking teams, facilitate the creation of and manage MRG's editorial calendar.
- Manage MRG's website, social media, email, and other digital communications channels
- Coordinate with external vendors (photographers, videographers, interpreters and accessibility consultants, etc.) as needed. Research, procure and integrate new communications tools and technologies with MRG's existing systems as needed.
- Ensure external communications and events maintain a consistent voice, look, feel, reflect MRG's brand identity and core messages, and convey a compelling call to action.
- Maintain communications style guide and assets, and advise staff on creating effective communications materials for their audiences that follow the style guide.
- Collect and analyze data and feedback on the effectiveness of MRG's communications, messaging, and brand identity. Revise and refine as needed.
- Work with the Finance and Operations Director to prepare and manage the communications budget.

Content Creation - Create and support other MRG staff and leaders in the creation of compelling and effective communications content. Specific responsibilities include, but are not limited to:

- Write and coordinate the creation of event promotion pieces, web content, blogs, social media posts, print collateral, direct mail, fundraising appeals, and electronic communications.
- Support the Development Director in the creation of fundraising appeals, event promotions, and collateral materials, including drafting content, coordinating feedback processes, and managing external graphic design, print, mailing, and photography vendors.
- Support the Grants Program Director in the creation and distribution of information about our grant making programs, grantee convenings, training events, and other engagement opportunities, including drafting content, posting on social media, writing blogs, etc.
- Manage the design, content, and distribution of collateral materials, including brochures, newsletters, and the annual report.

- Review, edit, and approve content for external use.
- Identify and leverage opportunities to secure guest blogs, op-eds, and media coverage of MRG and our grantees. Prepare MRG spokespeople and ambassadors.

General

- Stay current on advancements in the fields of social and racial justice, communications, fundraising, and philanthropy.
- Be an ambassador for MRG at community events, MRG fundraisers, and other gatherings.
- Develop and maintain trusting relationships with MRG stakeholders, including the board, the grant making committee, grantees, vendors, and partners.

Required Qualities/Skills

- Five years' or equivalent relevant experience in the fields of communications, content development, writing, social media, or similar.
- Proven commitment to social and racial justice and organizing for structural change. Desire to push back, redesign, and disrupt existing systems (internal and external) that oppress Black, Indigenous, People of Color, LGBTQIA+ folks, immigrants and refugees, disabled folks, and other underserved communities.
- Good at working by themselves *and* as a team. Ability to hold themselves personally accountable, recognize mistakes, and learn from them.
- Ability to work occasional weekends and evenings, travel in and out of state, and drive a car.
- Strong tech skills, including Google suite, MS Office suite, Zoom, Mailchimp, website and social media management, etc.

Desired Qualities/Skills

- Experience working with nonprofits and/or philanthropy.
- Strong understanding and analysis of intersectional oppression and liberation.
- Experience with public relations, press and public speaking.
- Ability to communicate in other languages.

Information Session

We will have an information session for those interested in hearing more about the job on January 7, 2021 at 1 p.m. [The Zoom session can be accessed here.](#)

Please note that we don't have the ability to hide your name from the participant list, so make sure you rename yourself before joining if remaining anonymous is a priority for you.

How to Apply

For priority consideration, please send **the following by the end of the day, Sunday, January 10, 2021** to jobs@mrgf.org. The position will remain open until filled.

- *Résumé.*
- *Cover letter addressing how your experience relates to the position.*
- *Up to three attachments or links to communications-related work you've done that highlight your abilities, skills, and connection to social justice activism or movements.*