

MAVEN LEADERSHIP COLLECTIVE

Director of Communications

Maven Leadership Collective consistently invests in queer and trans social impact leaders of color and allies to build more resilient communities that thrive even in crisis, tragedy, and transition. Maven's Director of Communications leads the organization's impact storytelling activities to communicate the full breadth of initiatives and impact to our ecosystem of donors, alumni, strategic partners, prospective participants, clients, and other key stakeholders. This position draws on the power of storytelling based on evidence-based research, and the ability to assess the environment in which Maven operates to identify opportunities for informing internal and external decision-making, discussions, and activities related to our efforts to strengthen cultures of equity and belonging within organizations.

Key Responsibilities

Job responsibilities include, but are not be limited to, the following:

- Lead creative and strategic communications tactics to strengthen recruitment for program initiatives, business development, philanthropic engagement, alumni relations, and public policy initiatives;
- Sets editorial vision for organization across communication platforms; directs creation and publishing of Maven's annual impact report;
- Leverage research and impact storytelling to inform senior leadership decision-making and strategic visioning;
- Produces in-person and digital engagement activities to communicate Maven's community impact to key stakeholders;
- Assists with discrete investigative research to support campaigns and public policy education;
- Co-designs evaluation tools with team members, analysis, and reporting for program initiatives;
- Documenting and archiving the work Maven has done, its history/evolution, and building a system for continued collection of material;
- Attending public events and representing the organization in public speaking, engagements, op-eds, conferences, hearings and other events as they may arise;
- Contribute to fundraising campaigns/grant proposal writing;
- Identify, engage, and coordinate vendors to support communicating impact;
- Develop and manage project budgets for impact narrative activities;
- Other duties as assigned.

What It Takes

- Strong written, verbal, and project management skills
- Ability to exercise independent judgement and discretion in leading communications and make a decision after the various possibilities have been considered
- Significant experience working independently to create communications strategies in a social impact setting
- Significant demonstrated professional support of queer and trans people of color or possesses a clear understanding of issues related to the professional experience of queer and trans people of color who work in the nonprofit sector
- Ability to use imagination, originality, and creativity in developing content, programs and new opportunities
- Creative problem solving skills when dealing with team members and key stakeholders
- Strong ability to manage a team of consultants, including graphic designers, photographers, videographers, researchers, evaluators, and others as needed
- Able to use a computer
- Able to clearly and efficiently communicate
- Strong interpersonal skills

At this time, the Director of Communications may perform many of the duties remotely from a location within Florida, but also will be responsible for implementing certain activities in person, as determined by Maven. At some point, it may be necessary to revisit the remote work arrangement, depending on the needs of Maven and other relevant factors.

Compensation

\$60,000 per year 24 per hour + \$200 per month in lieu of benefits

3 weeks paid time off

This is a full-time non-exempt position

Position Closes

January 7, 2022

How to Apply

Visit www.mavenleadership.org/careers

