

Nellie Mae Education Foundation
Communications Manager
Quincy, MA

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About Nellie Mae Education Foundation

The Nellie Mae Education Foundation (NMEF) champions efforts that prioritize community goals that challenge racial inequities and advance excellent, student-centered public education for all New England youth.

As the largest philanthropy in New England dedicated exclusively to education, we work to ensure that all youth have access to excellent and equitable public education that prepares them to succeed and thrive in community. Our new grantmaking strategy, announced in early 2020, centers on racial equity in public education and includes grant funds for:

- Supporting Organizations Led By People of Color;
- Advancing Community-School Partnerships;
- Amplifying Youth Voice;
- Building Movements and Networks;
- Strengthening State and National Coalitions; and
- Championing Student-Centered Learning

In addition to our grantmaking, we are committed to using our voice, privilege, and power to advance and advocate for racial equity in our education system and to identify, call out, and dismantle the systems and policies that have led to a disproportionate number of negative outcomes for people of color. In all of our work, we have committed to a race-equity-focused and community-centered approach. We commit to actively engaging with the communities we serve, and those most impacted, regarding solutions, investments, and resources for their community.

Headquartered in Quincy, MA, our team is comprised of mission-driven professionals who share a commitment to putting youth and communities at the forefront, operating with a racial equity lens, building collaborative relationships, supporting community-driven change, and continuing to learn, adapt, and improve.

For more information on NMEF, please visit www.nmefoundation.org.

The Opportunity

The Communications Manager will partner closely with the Chief Communications Officer and staff throughout the organization to deliver on a powerful and forward-thinking communications strategy. They will play an influential role in developing and implementing our communications strategy and outreach across various platforms designed to engage and empower community-based audiences, young people, educators, funders, opinion leaders, policymakers, grantees, and staff. With a focus on advancing conversations about racial equity in public education, the Communications Manager will identify opportunities for our organization to use our voice and platform to affect change. The Communications Manager will also play a critical role in ensuring that we apply a culturally-informed, racial equity lens to our communications strategy and storytelling practices.

Key Responsibilities

Specifically, the Communications Manager will:

- Participate in envisioning, developing, and delivering communications strategies that highlight the work of NMEF and our grantee partners
- Manage strategy and execution across several of our communications channels, including:

- Digital communications: provide oversight and content development for our blog, social media channels, email marketing, and website
- Print and creative content: Guide the development of materials for meetings, events, and outreach
- Internal communications: identify creative opportunities to share information, inspire, and engage staff and Board members
- Support the development and deployment of NMEF-supported and -produced research and evaluation content
- Oversee NMEF's strategic event sponsorship grant fund, with an eye to enhancing our brand and extending our reach in New England and nationally
- Foster positive relationships with internal staff and with grantees, identifying and implementing effective communications initiatives and providing communications support/technical assistance
- Manage the work of agencies and contract support on communications campaigns
- Collaborate with the Chief Communications Officer and Learning, Research, and Evaluation team to monitor and evaluate the effectiveness of communications work
- Supervise a part-time Communications Intern
- Proactively identify and recommend creative opportunities to build the public profile of NMEF and grantees in media

Candidate Profile

As the incoming Communications Manager, you will possess many of the following characteristics and qualifications:

- You bring at least 5 years' experience in communications roles, including prior experience in nonprofit or public organizations where you have advanced a social issue through strategic communications.
- You demonstrate a deep commitment to our mission of advancing racial equity in public education and a desire to be part of a team that is committed to growth and learning related to racial equity. Substantive knowledge of education reform, issues of equity and diversity, and social and political dynamics of local, regional, and national governments will be considered a strong plus.
- You are aligned with our core organizational competencies: race-equity-focused and community-centered; building and nurturing collaborative relationships; adaptable and adaptive leadership; and growth and impact-focused accountability.
- You have successfully developed, implemented, and evaluated organizational-level communications strategies and managed communications products and publications from conception to publication.
- You offer particular strength and expertise in managing digital communications channels (website, social media, email marketing, etc.), while also demonstrating comfort in a generalist role where you will work across a wide range of channels and activities.
- You are a collaborative, relationship-oriented partner with experience supporting a diverse group of staff and stakeholders, providing mentoring, assistance, and inspiration in order to engage and empower others in communications efforts.
- You demonstrate the flexibility, accountability, and team-orientation needed to succeed in a small organization, where you will need both to partner with others and work independently without close oversight.
- You possess excellent oral and written communications skills.
- You are highly organized and detail-oriented, and you are able to effectively manage multiple projects and competing demands.
- You are proficient in Adobe Suite and Microsoft Office and familiar with internet and social media technologies and communications protocols. Graphic design and layout experience is considered a plus.

Compensation & Benefits

The salary range for this position is \$70,000 - \$80,000, commensurate with experience, and NMEF provides a comprehensive benefits package.

Contact

Koya Leadership Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Cassie Scarano, Kirstin Griffiths, and Ariella Pasackow are leading this search. To make recommendations or to express your interest in this role please visit <https://talent-profile.koyapartners.com/search/3996>. All nominations, inquiries, and discussions will be considered strictly confidential.

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Nellie Mae Education Foundation is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+, and other underrepresented applicants.

About Koya Leadership Partners

Koya Leadership Partners, a member of the Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—**The Right Person in the Right Place Can Change the World**—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

For more information about Koya Leadership Partners, visit www.koyapartners.com.