



## POSITION AVAILABLE

### Communications and Press Manager

**ABOUT US:** At New Jersey Future (NJF), we believe that great places help build great lives. To help create and preserve our great places, we promote sensible and equitable planning, redevelopment, and infrastructure investments that foster vibrant cities and towns; protect natural lands and waterways; enhance transportation choices; support a strong economy; and provide access to safe, affordable, and aging-friendly neighborhoods for everyone. We do this through original research, innovative policy development, coalition-building, advocacy, and hands-on strategic assistance. Embracing differences and advancing fairness is central to our mission and operations, and we are firmly committed to pursuing greater justice, equity, diversity, and inclusion in our work and culture. NJF offers a fast-paced and supportive work environment and is located in downtown Trenton, NJ. For more information, visit [www.njfuture.org](http://www.njfuture.org).

**POSITION SUMMARY:** New Jersey Future seeks an experienced communications and press manager and strategic thinker who is a skilled, organized, and motivated writer and copy editor to support the organization's communications and marketing activities. Working within a collaborative environment, the Communications and Press Manager will create, implement, and manage program-specific and general organizational content for various audiences. This will include writing blogs, reports, newsletters, press releases, and other outreach materials. The manager will work on compelling messaging and implement inclusive language within all written communications from New Jersey Future and its programs. The manager will build and expand relationships and interface with the press and media. Familiarity with New Jersey media and existing press relations is a plus. This position will report to the Director of Development and Outreach.

#### RESPONSIBILITIES

- With the communications team, develop and implement strategic communications plans.
- Write organizational materials, including blog posts, press releases, reports, newsletters, etc.
- Work with programmatic teams and policy directors on articles, blog posts, op-eds, etc.
- Work with the communications team to make sure all materials have consistent messaging and branding.
- Build relationships with media outlets, maintain media lists, and create editorial calendars.
- Develop and implement a press and media strategy that is both proactive and reactive.
- Guide staff in creating compelling messaging.
- Working with policy staff, seek timely opportunities to communicate NJF's work at the local, state, and national levels.
- Work closely with development and marketing, including communications work related to NJF events, such as presenter scripts, workshop descriptions, program book copy, etc.
- Provide writing and speaking guidance and training for staff as needed.
- Occasionally work with development staff on fundraising campaign materials.
- Occasionally work with the Digital Communications and Marketing Manager to create content for the websites, captions, and scripts for social media posts.
- Hire, supervise, and manage staff and interns as necessary.
- Other projects as needed.

## REQUIREMENTS

- Motivated by the organization's issues and a strong mission-driven work ethic.
- Excellent verbal, written, and digital communication skills.
- Experience copyediting and writing material for public viewing.
- Understanding of the latest trends in communications.
- Demonstrated success in directing strategic communications plans.
- Press relations experience, including press releases and op-ed writing.
- Ability to communicate complex issues in a compelling manner.
- Ability to understand objectives and turn quality material around quickly
- Demonstrated track record of working well in a diverse team environment.
- Strong project management skills.
- Ability to learn quickly and work well in a fast-paced environment.
- A demonstrated commitment to justice, equity, diversity, and inclusion.
- Five years of relevant work experience (including internships)
- Bachelor's degree in communications, journalism, public relations, or a field relevant to NJF activities/subject matter (planning, public policy, environmental studies, etc.)

**COMPENSATION:** The salary for this full-time position is in the range of \$60,000 to \$75,000 and depends on the candidate's experience and skills. Salary is negotiable.

**BENEFITS:** New Jersey Future values hard work and a healthy work-life balance by offering flexible, family-friendly employment policies. Our competitive benefits package for full-time employees includes 100% employer-sponsored medical, dental, vision, life insurance, short- and long-term disability insurance coverage for staff and partial sponsorship of dependents. In addition, we offer a generous health reimbursement account and options for pre-tax flexible spending accounts for medical and dependent care costs. New Jersey Future employees enjoy a defined contribution 401(k) retirement plan with a variable employer match, flexible work schedules including the opportunity to work partially remotely, generous paid time off policies, and paid holidays. To encourage use of public and active transportation, we offer commuter transit subsidies and access to a company car for work meetings. New Jersey Future is committed to the growth and development of staff and fostering a creative, inclusive workplace culture.

New Jersey Future employees are working on a hybrid work-from-home and in-office schedule.

**APPLICATION:** Interested and qualified candidates should submit a cover letter and a resume to [HR@njfuture.org](mailto:HR@njfuture.org). If selected to advance, a brief writing sample that is original content (not edited or contributed to by someone other than the applicant) will be required as well as a possible interview-related assignment. Relevant references will also be required. NJF is currently unable to sponsor or take over sponsorship of an employment visa at this time. If hired, employment eligibility verification will be carried out upon selection.



*At New Jersey Future, we embrace differences and advance fairness as a means to nurturing powerful ideas and realizing meaningful social change. All qualified candidates are encouraged to apply and will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.*