



## **Communications Manager**

### **Community Food Advocates' Mission:**

To ensure all New Yorkers have access to healthy, affordable, culturally appropriate foods through equity-centered, high-impact public policy. We accomplish this through coalition building and organizing, backed by strong policy and budget analysis.

### **Position Summary:**

The Communications Manager develops and executes communications strategies to advance the advocacy and fundraising goals of Community Food Advocates (CFA); and develops and carries out CFA's operational and administrative systems and tasks to enhance the organization's capacity. The ideal candidate has 3-5 years professional advocacy/public policy communications experience, has excellent writing and verbal communications skills and is creative, strategic, detail-oriented, analytical, and self-motivated, brings energy and a collaborative ethos to the team, and is committed to CFA's mission and values.

### **The Communications Manager Responsibilities:**

- Develop policy and program communications materials and distribution strategies to reach target audiences, including policy makers, coalition partners, impacted communities, donors, and media outlets.
- Make policy materials and concepts easily accessible to all CFA audiences
- Develop and advances message frameworks and talking points for key policy initiatives, fundraising activities, and other events in collaboration with team members
- Amplify and promote legislative and budget priorities
- Develop donor communication
- Manage the organization's website, social media strategy and content
- Manage CFA's member and donor databases
- Lead communications operations work

### **Qualifications and Experience:**

- 3-5 years in advocacy communications, public relations, journalism or other communications fields, preferably with a mission-driven nonprofit
- Bachelor's degree in journalism, communications, or a related field
- An equivalent combination of experience and education will also be considered
- Excellent writing, editing and proofreading skills, with demonstrated experience writing articles for newsletters, social media, and public relations materials for diverse audiences
- Experience developing and implementing communication plans and strategies
- A high level of skill and comfort with technology, including experience with multiple computer and electronic communications and graphic design software and platforms
- Ability to build and maintain relationships with team members and coalition partners
- Ability to resolve problems while working efficiently under time constraints
- Recognizes role of race, gender and other identities in shaping income, education and health disparities, and proactively expands understanding of race, equity, justice, and identity
- Proficiency in written and spoken Spanish preferred

**Salary and Benefits:**

- Salary range is \$65,000-\$70,000
- 4-day work week
- Benefits
  - Medical insurance, Flexible Spending Account and commuter benefits program, 403b retirement account available.
  - Full Paid Family Leave.
  - Vacation, personal, and sick/safe paid time off.
  - 9 paid holidays, and the office is closed from Christmas eve to January 2nd.

**Our Commitment:**

Community Food Advocates (CFA) is actively strengthening our organization's anti-racist commitments. We are building a team that shares this organizational identity and represents racial diversity and inclusion. Diversity includes race and gender identity, age, disability status, sexual orientation, religion, country of origin, and other aspects of a person's identity.

CFA believes in the strength of collective power. The best ideas come from a team with a wide range of backgrounds and experiences to solve problems and advance work through a variety of perspectives that maximize our impact. We dedicate space for anti-racist learning, conversations, and furthering initiatives that enrich our organization.

All CFA employees are responsible for creating an environment of inclusion and empowering everyone to be able to do their best work.

**Women, people of color, members of impacted communities are strongly encouraged to apply.**

Please send cover letter and resume to [jobs@foodadvocates.org](mailto:jobs@foodadvocates.org)