



Job Description

Senior Communications Manager

Description

This is a full-time salaried position reporting to the Executive Director. The person in this role is responsible for creating and implementing an organizational communications strategy that aligns with the larger strategic plan to meet organizational and program goals.

Responsibilities

- Work proactively alongside the Executive Director to create messaging that will inspire, engage, and grow awareness among key audiences
- Proactively outreach to local and national media to build relationships and place stories that will benefit the mission
- Write press releases
- Write donor scripts
- Write marketing messaging to support programs, events, and overall organization goals
- Use Asana for planning, team communications, and regular updates
- Participate in strategic planning efforts with staff and board
- Take the lead on social media messaging, as well as any other form of communication used by the organization
- Publish the org's e-newsletter, Real News, twice monthly (this includes written content, gathering pieces to build the newsletter, managing the audience in database tool, etc)
- Publish interim e-newsletters to announce special events, current events, etc.

Skills and Desired Qualifications

- Ability to work independently and as part of a team to reach goals and objectives; must work professionally within teams and successfully navigate team dynamics
- Experience working for or volunteering within the LGBTQ+ community and familiarity with community dynamics like gender, proper pronouns, terminology, and judgment-free approach to service
- Comfortable working with LGBTQ+ youth and adults
- Excellent oral communication skills; persuasive, able to engage others in SwT mission
- Excellent written communication skills; ability to contribute to grant proposals and reports and create materials to market SwT
- Strong familiarity with all MS Office applications
- Strong familiarity and comfort using google workspace (Drive, Docs, Sheets, Slides, Gmail)



- Friendly, outgoing, and professional demeanor
- Comfortable and knowledgeable about all forms of media and social media in particular
- Proven track record with growing an audience
- Ideally, some experience with the nonprofit world

Benefits

- Paid holidays (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and day after, Christmas Day and day after)
- 128 hours of PTO (must provide 4 weeks notice for vacation request)
- Mileage reimbursement if personal vehicle is used for organization business at current government rate
- Monthly work from home stipend
- Professional Development opportunities where budget permits

Stand with Trans embraces people of all races, ethnicities, gender expressions, identities, ages, sexual orientations, religions, spiritualities, disabilities, and backgrounds without discrimination. We create an environment where all identities and their intersections belong and are uplifted. We acknowledge the troubling history of disproportionate discrimination and violence faced by transgender people of color; especially trans women of color who are the members of our community most likely to face fatal violence.

We are committed to dismantling the barriers faced by our community based on racism, sexism, queer-antagonism, and other discriminatory factors. These barriers include recent legislation like denying trans people from using the bathroom of their gender, barring trans people from participating in sports of their gender, and banning schools from teaching about LGBTQ acceptance.

We consciously work to oppose all forms of discrimination and foster a community where all peoples have equitable access to resources and opportunities of inclusion in a safe place.