



**JOB TITLE: Communications Manager**

**LOCATION: Yonkers**

**Summary:** Westhab is looking for a communications manager to tell our stories, identifying and engaging a wide-ranging audience with our mission—Building Communities and Changing lives. The communications manager will report to the Director of Development and will work closely with the DOD and the CEO to help design and implement Westhab’s communications strategy. This person will also play a role in the development of Westhab’s volunteer engagement program. The successful candidate will be an excellent writer, energetic, intelligent, an enthusiastic team player, and will feel a deep connection to our mission. The salary range for this position is \$60k-\$70k.

**Duties and Responsibilities:**

*Communications*

- Build strong relationships across the organization with clients, staff, donors, and partners in order to be able to effectively tell Westhab stories
- Create a diverse array of original editorial content (print and digital), including annual reports, newsletters, blog posts, e-blasts, one-pagers, decks, social media graphics, and video
- Schedule content, manage interactions, and present monthly tracking data on Westhab’s social media accounts, e-blasts, and website.
- Develop and implement public relations efforts to increase Westhab’s visibility and role as a thought leader
- Coordinate internal communications including updating the internal style guide and working to reinforce Westhab’s brand and voice throughout our wide-ranging organization
- Assist in donor database (Bloomerang) management as it pertains to bulk email communication and web forms
- Maintain the website
- Create and maintain the editorial calendar
- Photograph events (or arrange for photography) and maintain an organized digital archive of photographs and videos

*Volunteer Engagement*

Working with the development team, HR, and program staff, help design and implement a volunteer program including:

- Assessing the need for volunteer assistance in a wide-array of programs and maintaining a schedule of volunteer opportunities
- Developing volunteer policies, procedures, and standards of volunteer service
- Building relationships with volunteers that result in return visits and deeper engagement
- Tracking all volunteer activity through our donor management software (Bloomerang)

**Qualifications and Skills:**

- Bachelor’s Degree with coursework in marketing, communications, journalism, or similar with 2-5 years of experience in a related field.
- Excellent writing, editing, and proofreading skills are required

- A background in creative writing or journalism is a plus
- Demonstrated experience in strategic online communications is required
- Basic web design knowledge with WordPress or a similar program is required
- Microsoft Office applications fluency is required
- Experience with graphic design programs is preferred
- Experience with a fundraising database (e.g. Bloomerang) is preferred
- Eagerness to learn and implement new technologies quickly and enthusiastically is required
- Availability to work a flexible schedule (nights and weekends) on occasion is required
- Valid Driver's and willingness to travel periodically to various Westchester and NYC locations is required

**To Apply:**

- Please send resume and cover letter to [Maureen.Natkin@westhab.org](mailto:Maureen.Natkin@westhab.org)