



Job Announcement

Position title: Communications Manager

Reports to: Director of External Affairs

Classification: Full-time, exempt

Supervises others: No

Salary: \$67,042 - \$87,387

About us: Opening Doors, Inc., envisions a world in which migrants and refugees lead lives of joy and belonging, embraced by welcoming communities. Our mission is to enrich communities by supporting immigrants, refugees, survivors of trafficking, and others on their path towards stability, self-sufficiency and belonging.

Opening Doors is guided by our organizational values:

- Rising Together: We are in this together and depend on each other.
- Honoring Dignity: We recognize and honor everyone's strength and inherent dignity.
- Embracing Courage: We do the right thing, even when the path is uncertain.
- Seeking Joy: We take time to be together, celebrating our diverse cultures and recognizing our victories.

Opening Doors began in 1993 as a small refugee resettlement agency, and today serves approximately 2,000 clients per year across our 5 program areas: Refugee Programs, Survivors of Human Trafficking Programs, Immigration Legal Services, Health Programs and Economic Prosperity Programs.

Ideal candidate: The ideal candidate will be both a strategic thinker, able to focus on the big picture, and also detail-oriented, ensuring that Opening Doors' case for support is presented in a high-quality manner.

They will have the ability to work effectively in multi-cultural work environments, showing respect and sensitivity for cultural differences, and will be passionate about Opening Doors' mission.

Responsibilities: The essential duties and responsibilities of this position include the following:

- Lead the implementation, evaluation and on-going revision of the communications plan.

- Together with the Director of External Affairs, ensure the agency's branding, communications, marketing materials, and procedures adhere to brand identity standards.
- Develop Opening Doors social media content and calendar, manage the website, and execute the external communications strategy.
- Act as a liaison between Opening Doors and any external media and partners including but not limited to community-based organizations, government agencies, educational institutions, and other stakeholders.
- Partner with the Community Engagement Associate to organize outreach activities, speaking engagements, and develop an outreach calendar while ensuring Opening Doors external brand guidelines are met.
- Develop external messaging to assist the Volunteer Coordinator with volunteer recruitment, engagement, and solicitation of in-kind donations.

Other duties may be assigned in the sole discretion of the Organization. The Organization may assign or shift duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

Required qualifications: The requirements listed below are representative of the knowledge, skills and/or abilities required.

- Demonstrated experience in nonprofit communications and marketing.
- Excellent writing skills, including the ability to write for multiple audiences.
- Demonstrated skills in social media and email communications, including managing editorial calendars and planning and executing campaigns.
- Familiarity with issues of particular relevance to the communities served by Opening Doors, and a demonstrated ability to respectfully communicate to and about these communities.
- Strong organizational skills in a complex, multi-tasking environment and the ability to manage multiple projects and deadlines.

Preferred qualifications: The requirements listed below are not required but are desired.

- Experience with applications such as Adobe Creative Suite, CMS/WordPress, multimedia and video editing software, Donor Perfect, Constant Contact, and Google Analytics.
- Familiarity with ethical story-telling.
- Experience writing fundraising appeals and supporting fundraising campaigns.
- Effective communication skills in one or more of the following languages: Arabic, Chinese, Farsi/Dari, Hmong, Pashto, Russian, Spanish, Tagalog, Urdu, Ukrainian or Vietnamese.

Physical requirements and work environment: The following demands are representative of the physical requirements necessary for an employee to successfully perform the

essential functions of the **Community Engagement Manager** position. Reasonable accommodation can be made to enable people to perform the described essential functions.

While performing this job, the employee is required to sit often and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard, the employee is occasionally required to stand, walk, reach with arms and hands, lift approximately 25 pounds on occasion, and to stoop, kneel, or squat, and drive on occasion. The noise level in the work environment is usually quiet to moderate.

How to apply: Candidates should email **a resume and cover letter** to humanresources@openingdoorsinc.org. Include "Community Engagement Manager – [Your name]" in the subject line.

Opening Doors provides equal employment opportunities (EEO) to all employees, applicants and any third parties, for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, Opening Doors complies with applicable state and local laws governing nondiscrimination laws.

Opening Doors participates in E-Verify.