



Communications & Project Manager

Status: Full-Time

Reports to: Executive Director

Position Overview

The Communications & Project Manager manages external communications, special events and strategic projects that enable the Mission Triangle team to grow its impact. The position provides cross-functional leadership in the planning and execution of external initiatives, as well as account management for key partners and vendors.

Duties and Responsibilities

- **Provide cross-function project management for key organizational projects**
 - Work with ED to scope and plan strategic projects
 - Create project plans, timelines, milestones, and workflows
 - Coordinate internal requests and advise ED on prioritization of projects
 - Coordinate input and effort from MT staff team as needed
- **Direct planning process for marketing & champion engagement events**
 - Manage planning process for annual Shark Tank event
 - Work with ED to plan & coordinate champion engagement events
- **Manage all external marketing for the organization**
 - Work with ED to set annual communication strategy and calendar
 - Create content plans & calendars to support communication goals
 - Coordinate & execute social media & newsletter activity
 - Plan & edit content, brand messaging guide, and source copy from staff or strategic partners
 - Manage MT website content & web presence
 - Serve as point of contact for media or community stakeholder inquiries
- **Manage cross-functional vendor accounts**
 - Serve as MT's primary point of contact on key accounts
 - Provide MT decision makers with project timelines & recommendations
 - Manage and optimize solutions for email, document storage, and workflow management
 - Ensure team is informed and trained on relevant systems enhancements

Qualifications

The Communications & Project Manager must be a follower of Jesus Christ. He/she must also be committed to growing as a nonprofit leader, learner, teacher, and coach.

- Agreement with the MT statement of faith, values, and core beliefs

- Excellent written and verbal communication skills
- Self-starter with strong attention to detail
- Ability to lead peers on a project or event
- 4-year degree preferred

Compensation

Competitive compensation, generous benefits package and 401k plan with a 2:1 employer match.

Working conditions

The Communications & Project Manager is expected to work an average of 45-50 hours per week. The job is predominantly office-based and by necessity most hours are during core office hours Monday-Friday 9am-5pm. Activities/events may require occasional evening, early morning or possible weekend work. Employee will need to be able to periodically lift 25-pound objects.