



## Honoring Indigenous Knowledge

40TH ANNIVERSARY OF FIRST NATIONS DEVELOPMENT INSTITUTE

<b>Position Title:</b>	Communications Manager
<b>Reports to:</b>	Senior Communications Officer
<b>Job Level:</b>	Full-time/Except
<b>Supervises:</b>	N/A

First Nations Development Institute (First Nations) is a 40-year-old Native American controlled nonprofit organization whose mission is to strengthen American Indian economies to support healthy Native communities. We invest in and create innovative institutions and models that strengthen asset control and support economic development for American Indian people and their communities.

The Communications Manager is responsible for implementing First Nations' social media plan, as well as helping write and edit a wide range of overall communications vehicles in line with the organization's vision, strategy and values. The Communications Manager also participates in planning, developing, and coordinating the writing of impact stories and other communications as needed. The Communications Manager works closely with the Senior Communications Officer and is responsible for end-to-end communications for key projects such as the Luce Indigenous Knowledge Fellowship, Annual Report, and specific program initiatives.

The Communications Manager reports to the Senior Communications Officer and works in collaboration with First Nations resource development staff, directors, senior program officers, program officers, and administrative staff.

The Communications Manager can be based in either First Nations' Longmont or Albuquerque office. The safety of our staff is of primary importance, and currently First Nations staff are working from home in response to the COVID-19 pandemic. We are monitoring and following federal, state and local public health guidance and, as of now, employees are expected to be able to report to our offices when deemed safe.

### **ESSENTIAL FUNCTION/RESPONSIBILITIES**

- Help develop a social media plan and be the point person for implementation, performance measurement, and strategies for improvements.
- Assist with identifying, maintaining and improving key communications vehicles and deliverables, including newsletters, press releases, email blasts, website content, social media content, brochures, publications, and various organizational positioning pieces.
- Write and edit publications, such as newsletter articles, press releases, web copy and other materials designed to show impact of the organization.
- Manage communications processes and implement communications plan for key projects, including the Luce Indigenous Knowledge Fellowship, Annual Report, and other initiatives as assigned.
- Assist the Development Department in writing and editing donor/prospect fundraising communications and materials.
- Assist the Senior Communications Officer in handling day-to-day communications for the organization and writing and editing as needed.

### **MINIMUM REQUIREMENTS**

- Knowledge of and interest in strategies and best practices for social media and other digital communications (e.g., website, emails, search engine optimization)



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- Exceptional writing, grammar, editing, and proofreading skills
- Minimum of 3 years' related experience in marketing communications, corporate communications, employee communications, journalism or related fields required
- Experience using graphic design tools (e.g., InDesign, Adobe Spark)
- Attention to detail and accuracy
- Strong time management and organizational skills and ability to effectively manage numerous priorities
- Knowledge of software such as Microsoft Office, WordPress and RE/NXT
- Strong administrative skills and attention to detail
- Competent self-starter who is a doer, who takes initiative, and who is able to work independently
- Positive attitude and the ability to work closely with people at all levels of experience and proficiency
- Flexibility and desire to make quality improvements
- A passion for the organization's mission and advancing racial and economic justice

Please note, this job description is not designed to cover or contain a comprehensive listing of activities. First Nations is a collaborative organization that relies on teamwork.

### **PREFERRED REQUIREMENTS**

- Bachelor's degree in communications, journalism, English or a related field
- Willingness to learn
- Ability to develop, document and implement new processes

### **MEASURES OF SUCCESS**

- Regular growth and improvement in social media reach and engagement
- Accurate, consistent, and error-free messaging across First Nations' communications
- Thorough follow through and completion of tasks/projects assigned
- Teamwork and collaboration with First Nations employees
- A high standard of customer service to First Nations supporters

### **BENEFITS**

Employer matched 403b Retirement Plan; Employer health insurance contribution; Health benefits package; Flexible Spending Plan; Paid Time Off; Holidays

### **SALARY RANGE**

\$47,000 to \$56,000

### **TO APPLY**

Submit a cover letter, resume and 3 references to [HumanResources@firstnations.org](mailto:HumanResources@firstnations.org). Please note Communications Manager in the title of the email.