Position Title: Digital Communications Manager
Reports to: Senior Communications Officer
Job Level: Full-time/Except
Supervises: 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 Digital Communications Manager is responsible for developing and managing First Nations’ social media strategy and creating and implementing website content, including video, graphics, and copy, in line with the organization’s vision, strategy and values. The Digital Communications Manager is also responsible for maintaining and elevating the brand of First Nations across all digital platforms including website, social media, and podcast and video content, as well as creating new opportunities for the organization to improve its storytelling abilities and online presence.

The Digital 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 Digital 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.
- Help curate material for social media posting and sharing, as well as develop existing content for social media use.
- Assist with identifying, maintaining and improving key digital communications vehicles and deliverables.
- Manage digital communications processes and implement all digital aspects of First Nations’ overall communications plan.
- Assist the Development Department in producing and publishing 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**

- Two to three years’ experience in social media or digital marketing
- Knowledge of digital storytelling strategies, approaches, and technologies (e.g., video, podcasts) and interest in strategies and best practices for social media and other digital communications (e.g., website, emails, search engine optimization)
- Exceptional writing, grammar, editing, and proofreading skills
- 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, 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 and website performance
- Accurate, consistent, and error-free messaging across First Nations’ digital 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**
$55,000 to $63,000

**TO APPLY**
Submit a cover letter, resume and 3 references to HumanResources@firstnations.org. Please note Digital Communications Manager in the title of the email.