



Community Wealth Partners

A Share Our Strength Organization

Manager, Communications and Business Development

This position can work remotely and/or utilize our office space in downtown Washington, DC.

About You

You crave social purpose in your work and a work environment that values learning and collaboration. You have a knack for breaking down complex ideas and data into important insights and compelling messages. You enjoy partnering with others to help them communicate their ideas clearly and concisely.

About Community Wealth Partners

Community Wealth Partners (www.communitywealth.com) is a social sector consulting organization. **We are guided by a vision of a world where all people have what they need to fully live into their potential, particularly those who are kept furthest from resources and power.** Achieving this vision will require change from every corner of society, working to dismantle oppressive systems, redistribute resources, and restore power for people historically denied it. In pursuit of this vision, we partner with nonprofit and philanthropic organizations to create strategies, implement them, build capacity, engage stakeholders, and learn what works in pursuit of their missions.

Core to who we are is how we work. Our partners know we aren't afraid to initiate difficult conversations, surface unspoken assumptions, and question the status quo. We leverage our team's expertise and partner with others to ensure clients get the comprehensive, integrated services they need. We journey with partners for the long haul, bringing joy and levity to the process of co-creation, flexing as their needs shift, and staying focused on the impact they seek to create.

We believe making lasting impact requires our partners and us to center racial equity in our work. Since 2015, we have been on a journey to be more intentional about advancing racial equity. At the beginning of 2020, we further solidified our commitment to racial equity (see communitywealth.com/racial-equity-commitment) by explicitly naming it as central to our vision and identity. We are on our own journey to pursue racial equity and inclusion daily through our work. We recognize we have work to do in many areas, including the racial diversity of our board and staff, and we dedicate time and resources for continuous improvement. Right now, we are revising our process for deciding which business opportunities to pursue, with an eye to decentralizing decision making and consistently advancing racial equity through our client engagements.

We seek a new team member to help us share our knowledge and experience with the field and communicate the impact of our work.

Position Description

Community Wealth Partners is seeking a Manager of Communications and Business Development to join our team. This position will work closely with the Associate Vice President to lead communications and marketing activities for the firm and support the team in business

development. This position will play a key role in sharing knowledge and learning with the field, communicating the impact of our work, and deepening relationships with clients and partners.

The Manager of Communications and Business Development will be responsible for the firm's day-to-day communications and marketing activities, which includes coordinating social media activity for the firm and key individuals, disseminating email newsletters, maintaining the website, and updating content on our "Dream Forward" blog. This position will work with team members to tell the story of our work and impact through case studies, blog posts, and other formats. In addition, this position will support content development, writing occasional articles or publications, pitching conference session proposals, and supporting team members in writing or speaking on behalf of the firm. The Manager of Communications and Business Development will also support day-to-day business development activities, which includes synthesizing sales data to provide team members with status updates and supporting proposal development.

All team members at Community Wealth Partners also support the ongoing improvement and evolution of all aspects of the organization – team development, culture and community building, firm strategy, and relationship-building with clients and partners. Team members contribute to our culture of continuous learning by giving and receiving feedback, sharing insights from our work, and learning with and from outside partners.

Key Responsibilities

Content and Communications

- Oversee the firm's communications and marketing activity, including email communications, website, and social media presence
- Develop content for the firm's blog, website, newsletters, and social media
- Write, pitch, and place content for distribution in major print and online media (e.g., Stanford Social Innovation Review, The Foundation Review) that reaches key audiences
- In collaboration with team members, partners, and clients, pitch session proposals to field industry conferences
- Support team members, partners, and clients in designing and delivering workshops and learning sessions, both virtually and in-person
- Monitor and grow digital engagement including website traffic, newsletter subscribers and open rates, and social media engagement

Business Development

- Working with the Associate Vice President, support the firm's business development strategy and goals through data entry, upkeep, and analysis
- Support team members in proposal development by developing case studies and marketing content to help streamline proposal development processes
- Write client case studies to demonstrate the impact of our work
- Participate in bi-weekly meetings for the firm's internal business development pod
- Respond to sales inquiries that come through the website and ensure appropriate follow-up

Firm Contributions

- Support the post-project evaluation process that informs the firm's performance assessment
- Serve on project teams, primarily in projects requiring support for content development and/or data analysis

Desired Qualities

- Commitment to our vision and our values (see communitywealth.com/our-values) of Balance Bold and Achievable, Cultivate Community, Decode the Complex, Pursue Equity and Inclusion, Listen and Learn, and Build Lifelong Relationships
- Experience in communications and social media
- An understanding of the social sector and the issues faced by foundations and nonprofits
- Strong writing, editing, public speaking, storytelling, and facilitation skills
- Experience managing multiple projects and deadlines
- History of collaborating with and engaging diverse groups of people
- Experience writing and/or facilitating conversations about topics such as race, racism, and equity and applying an equity lens to content and communications
- Experience with WordPress, Mail Chimp, and/or Salesforce
- Flexible and adaptable, able to shift styles to fit the needs of a wide range of cultures, people, and organizations while engaging on multiple projects at one time
- Tendency to be creative when problem solving; thrives in a culture of open feedback
- 5+ years of work experience, with experience in or exposure to professional services firms or management consulting preferred

Compensation and Benefits

- Salary range of \$80,000 to \$95,000, based on experience
- Full-time, exempt position, working 45 hours per week
- 15 days of vacation, 4 personal days, 12 paid holidays, paid time off for week prior to New Year's Day, paid sick leave, and a flexible, family-friendly work culture
- We provide medical, dental, vision, short- and long-term disability, life and AD&D insurance, with the company covering ~80% of the costs of the insurance package
- Retirement benefits in the form of employer match equal to half of employee's contribution up to 16% of base salary (i.e., up to 8% match) after one year of employment
- The position involves minimal travel (travel needs vary by projects and assignments and will shift as needed to reflect current public health guidelines)

Hiring Process and Timeline

- **Applications received before September 26, 2022 will be given priority;** after that date we will review applications as needed until the position is filled
- Based on our initial review of applications, we will schedule brief introductory phone calls with selected applicants
- Applicants who advance to the next stage will be invited to a virtual interview. If you are interviewing, you will receive additional details at least one week in advance
- Finalists will advance to a second virtual interview, and we will make an offer shortly thereafter
- We would like to have the selected candidate start at the earliest possible date after their selection
- Please note that a record of complete vaccination against COVID-19 is required.

Interested parties should submit cover letters and resumes via this [application form](#) or the Community Wealth Partners careers page: <https://communitywealth.com/careers>. Community Wealth Partners is an equal opportunity employer. Black, Indigenous, and other people of color

(BIPOC) candidates are strongly encouraged to apply. More information about Community Wealth Partners is available at www.communitywealth.com.