

## **COMMUNICATIONS, OUTREACH & ENGAGEMENT (COE) MANAGER**

New, full-time position with a high-performing community non-profit, responsible for 1) managing the organization's internal and external marketing & communications, 2) building and maintaining relationships with peers, partners, and stakeholders, and 3) ensuring active engagement by the community with the organization and its work.

### **Primary components of the job will be:**

- Development and implementation of a strategic communications plan;
- Brand management;
- Attendance and participation at community meetings & events;
- Content creation and management of the organization's website and social media activities;
- Production and distribution of an electronic newsletter;
- Media relations management, preparation of media releases, planning & coordination of events;
- Planning and coordination of stakeholder meetings and community outreach event;
- Maintenance of stakeholder & donor databases
- Management of donor/investor communications, assisting with annual fundraising campaign;
- Assisting in the preparation of project & funding proposals and the creation of project/program-specific marketing & promotional materials; and
- Assisting executive management with Board relations, communications, and support.

### **The Ideal Candidate Will Possess:**

- 2-4 years of professional experience in marketing, communications, or public relations, with preference given to those whose experience includes such work in the non-profit or public sectors;
- Bachelor's degree in marketing, communications, journalism, public relations, or other directly related field;
- Proficiency with MS Office suite, MS Teams, Adobe Creative Suite, WordPress, and an array of social media platforms;
- Very high-level written and verbal communications skills (obviously, given the position!);
- Demonstrated professionalism, initiative, independence; and
- Ability to work as part of collaborative, multi-disciplinary team, and with a great diversity of peers, partners and stakeholders.

### **Compensation & Benefits include:**

- \$45,000-60,000 salary, based on experience and qualifications;
- Annual bonus, pension plan w/ employer contributions, reimbursement of health insurance premiums & out-of-pocket expenses, and full-flex PTO starting at 5 weeks annually for new hires;
- Company-provided cell phone & laptop; and
- Hybrid remote/in-office work arrangement.

**To apply** submit cover letter, résumé, three (3) professional references, and salary history to:

**Michael Osborne, President**  
**Near North Development Corporation**  
1630 N. Meridian Street, Suite 1135, Indianapolis, IN 46202  
[michael@nearnorthdevelopment.org](mailto:michael@nearnorthdevelopment.org)

**\*\* Incomplete applications will NOT be accepted \*\***  
***Position Open Until Filled --- No Telephone Calls Please***