

Communications Manager

Early Milestones Colorado (Milestones) is an independent organization helping to advance innovative solutions that improve policies and practices in Early Childhood Development. We work with state and local partners to exchange ideas, share resources, and create lasting, positive change for children. Our small but mighty team works with local communities, state agencies, foundations, and national experts to create improvements for children prenatal through age eight across the areas of learning and development, health and well-being, and family support and education. Milestones' staff consists of highly motivated self-starters who are committed to the success of the organization and who work both independently and collaboratively with outstanding results. If you are looking for a position with purpose and are excited to provide support to a mission-driven young and growing organization, you may be a perfect fit for our team. Learn more about Milestones at earlymilestones.org.

Summary of the Position and Desired Results

This is a new position in the organization and will allow the qualified candidate to build and execute the organization's communications strategy from the ground-up. The communications manager is responsible for performing all fundamental communications responsibilities on behalf of Milestones and ensuring the organization meets key communications' goals and performance metrics. This position aims to raise awareness of, and engagement with, our organization through online and offline channels. The communications manager guides the communications strategy and execution, including website, collateral materials, internal staff communications, brand vision, and collecting and disseminating lessons learned from initiatives.

Specific Responsibilities

- In conjunction with the Executive Director, develop and implement an annual communications plan and calendar, identifying goals and strategies for the organization
- Synthesize and disseminate multi-sector policy and practice solutions related to Milestones' projects across the domains in the *Early Childhood Colorado Framework* (Health & Well-Being, Learning & Development, Family Support & Education)
- Conceptualize, implement, and assess annual communications goals and strategies and evaluate progress toward goals
- Develop and support the development of timely, high-quality written materials such as reports, case studies, newsletters, news releases, press kit documents, fact sheets, bios, and related correspondence
- Execute dissemination strategies to build awareness, generate interest, and produce engagement with practitioners, policymakers, and state and national philanthropy
- Manage designers, website developers, and other communications contractors
- Key strategist for media efforts including managing content on various social media and online platforms, including Facebook and Twitter
- Coordinate media requests and follow-up while serving as the secondary media contact (behind Executive Director or Director of Initiatives) as needed
- Maintain Milestones website including soliciting updated content from relevant team members and partner programs and resources

- Identify and develop relationships with media and community partners to promote our initiatives, and highlight related local and state stories of impact and innovative practices
- Write and/or produce and publish website, blog, newsletter content, videos, presentations, and other content on behalf of staff as needed
- Maintain Milestones social media accounts including content creation, regular posting, and community management
- Assist in the measuring, analysis, and reporting of the effectiveness of communications activities
- Assist with other external and internal communications duties as needed

Strengths, Skills and Qualifications Sought

- Bachelor's Degree preferred
- Minimum 3-5 years integrated communications experience required
- Prior experience working with nonprofit communications and/or early childhood field preferred
- Proven ability to take initiative, leverage expertise and partnerships, cultivate strong relationships, and provide strategic analysis
- Highly collaborative style
- Excellent verbal and written skills, some experience in presentation development and group facilitation preferred
- Self-starter, able to work independently and with a small staff, and entrepreneurial; enjoys creating and implementing new initiatives and "wearing many hats"
- High attention to detail and ability to manage multiple tasks
- Excellent computer skills, particularly Microsoft Office Suite, Power Point, MailChimp, Venngage, Canva and internet research. Familiarity with InDesign a plus
- Comfortable with and ability to learn new software and electronic applications quickly
- Thrive in high-performing environment and passion for making a difference in the lives of children and families
- Personal qualities of integrity, credibility, and a commitment to and passion for the mission of Early Milestones Colorado

Status

This is a full-time position.

Salary will be commensurate with experience.

To Apply

Please email a cover letter and resume to recruiting@earlymilestones.org. Please include COMMUNICATIONS MANAGER in the subject line. This position is open until filled. Only email applications will be accepted. Please no phone calls.

Early Milestones Colorado is an equal opportunity employer and welcomes a diverse candidate pool.