

**SOLIDARITY BRIDGE**  
**ROLE DESCRIPTION**  
**COMMUNICATIONS MANAGER**

**SUMMARY:**

The Communications Manager collaborates with the Development Director to optimize community engagement through the creation and implementation of an annual communications strategy. This position is 40 hours per week and reports to the Development Director.

Interested candidates, please send resume and cover letter to [cwerner@solidaritybridge.org](mailto:cwerner@solidaritybridge.org).

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (Other duties may be assigned.)

- Implement an annual plan for print and digital communications, in coordination with Development Director's fundraising strategy, to engage donors and increase community awareness of Solidarity Bridge's mission.
- Maintain branding for Solidarity Bridge and the Neurosurgery & Neurology Institute, including visual brand guidelines and key messaging.
- Responsible for all digital communications, including websites, donation portals, blog, social media, emails, quarterly newsletters.
- Manage website and other analytics.
- Manage the development of all print materials (5-10 pieces per year), including writing, editing, designing or coordinating graphic design, and printer/mailhouse coordination.
- Maintain photography collection in a timely and organized manner.
- Plan and manage the development of one or more videos each year.
- Pursue PR opportunities to present the SB mission to new audiences, including contact research, sending pitches, and writing press releases.
- Leads the communications aspects of the annual gala and other events including messaging strategy, theme, marketing/sales, speeches, visual program, print materials, and video production.
- Work with the Director of Development to manage mailing and email lists, develop strategy for growing these lists.

**QUALIFICATIONS:**

**EDUCATION and/or EXPERIENCE:** Bachelor's degree and/or 3-5 years of increasingly responsible Communications experience in non-profit environment. Experience with Google Workspace, Constant Contact, SquareSpace, Salesforce and Canva preferred.

**LANGUAGE and CULTURE:** Spanish language fluency preferred. In-depth knowledge of Latino cultural and political influences impacting Solidarity Bridge planning strategy and program effectiveness.

**ADMINISTRATIVE:** Ability to plan, direct and coordinate activities; negotiate and administer contracts; work with corporate partners, community groups and other organizations as necessary.

**LEADERSHIP:** Exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies while promoting team building. Receive constructive feedback as a vehicle for professional growth and greater self-knowledge.

**ANALYTICAL:** Ability to define problems, collect data, establish facts, and draw valid conclusions; to read, analyze, and interpret professional journals, business correspondence etc., and to efficiently present information

**SPIRITUALITY:** Solidarity Bridge is rooted in Catholic social teachings. In our programs, we welcome all regardless of religion, race, ethnicity, sexual orientation, gender, ability, or age.