



POSITION ANNOUNCEMENT: COMMUNICATIONS MANAGER

About BWJP: The Battered Women's Justice Project (BWJP) is a national legal resource on civil and criminal justice systems' responses to gender-based violence (GBV). BWJP provides expert training, policy analyses, and consultation to various professionals including advocates, GBV programs and coalitions, communities, national leaders, and elected officials.

With a new Executive Director at the helm, BWJP is entering an exciting phase in its work. Building on existing relationships and past accomplishments, we are analyzing our work and its impact with an intersectional lens. BWJP will continue to broker meaningful community engagement to ensure systems' accountability. We work to uplift the voices of all survivors, especially those who are from historically marginalized groups. The organization continues with its commitment to internal and external equity.

Position Description: The Communications Manager is responsible for developing and launching a broad communications strategy for the Battered Women's Justice Project (BWJP) and its various projects. The strategy is based on a comprehensive communications plan which targets internal and external stakeholders, promoting BWJP in all ways. The plan includes development, execution and dissemination of various services and resources, management of websites, social media and other electronic communications such as blogs, podcasts, e-newsletters, announcements, and other publications. This position provides writing and editing support to program staff who produce articles, policy papers, and training materials. The Communications Manager is responsible for creating and maintaining processes and infrastructure for organizational and programmatic branding. Finally, they actively recruit and supervise marketing/communications interns, creative consultants, and others as needed to meet the needs and requirements of the projects.

This is a full-time, exempt position reporting to the Innovation and External Relations Management Division Leads.

Communications Coordination:

1. Develop and execute an organizational communications plan in conjunction with program staff that identifies topics, writers, and a schedule for the production of content for e-newsletters, the website, social media and other written products.
2. Coordinate the production of content to meet scheduled deadlines.
3. Post dynamic social media content on a regular basis.
4. Provide technical support on webinars organized by program staff.

Website Content Writing/Management & Other Writing:

1. Research and draft articles for the organization's websites.
2. Provide writing and editing support to program staff to assist them in developing website content and policy briefs/articles/curricula.
3. Assist with development of grants, annual reports, PR materials, and other documents as needed.
4. Work with website consultants to update site design as needed.
5. Use Google Analytics or similar resources to guide website development and monitor topics of interest to inform project work.

General Responsibilities:

1. Collect and submit website usage data promptly for required progress reports to funders.
2. Other duties as assigned by supervisor.

Qualifications Required:

1. BA in journalism, English or communications or equivalent education/experience; demonstrated experience writing for traditional publications as well as internet content.
2. Desired: Education/experience in women's issues, criminal justice, law or public policy.
3. Excellent overall writing skills in different styles/tones; impeccable spelling and grammar.
4. Great research, organizational and learning skills.
5. Familiarity with keyword usage and other SEO best practices; understanding of formatting articles for the web; high comprehension of software like Microsoft Office Suite and Google Docs.
6. Familiarity with basic website design fundamentals and digital content management systems.
7. Ability to work as part of a team and independently. Creative and strategic thinker. Demonstrated ability to work well with diverse groups of people.
8. Desired: competency in lay-out, formatting, publication design utilizing programs like Adobe InDesign.

Salary: \$55,000-\$62,500, plus individual/family health insurance, dental insurance, disability & life insurance, vacation, sick leave, and holiday hours.

Application: Send cover letter, resume and writing samples (500 words) by February 19, 2021 to hr@bwjp.org or the Battered Women's Justice Project, 1801 Nicollet Ave. So., Suite 102, Minneapolis, MN 55403.

AA/EOE