



# HEADWATERS™

FOUNDATION *for* JUSTICE

**Position Title:** Communications Manager  
**Reports To:** Director of Communications  
**Open Until:** August 10, 2023  
**Salary Range:** \$70,000 - \$79,000

## About Headwaters Foundation for Justice

We are a Minneapolis-based community foundation that serves grassroots organizing across Minnesota. We do this through grantmaking programs that invests in organizations and groups on the front lines of social change. Each of those programs invite people from the community to learn about and lead our grantmaking work. Since 1984, Headwaters has believed that the people who directly experience society's injustices are exactly the people who know the way to collective liberation. We prioritize work that is led by and for Black people, Indigenous people, and people of color.

Our mission is to amplify the power of community to advance equity and justice.

### Our four core values are:

- **Advance Equity.** Our work supports movements and systems change that lead to individual resiliency and community power.
- **Demand Inclusion.** People who are most affected by inequity are often left out of decision-making work. We insist on changing that—nationally, regionally, and locally.
- **Transform Power.** We grow power through community-led grantmaking, donor education, and leadership development.
- **Trust in Community.** A community knows itself best, and its people need to lead the way to collective liberation. Our job is to listen to and support the solutions that will improve life for all Minnesotans.

### Position Overview:

The Communications Manager coordinates and supports Headwaters' communications objectives, primarily in the areas of digital media management and project management. They manage HFJ's social media platforms and maintain an up-to-date website, with the goals of amplifying Foundation work, highlighting grantee partners, and engaging HFJ's donor community. They lead data analytics work to help the Foundation evaluate communications campaigns and inform meaningful content strategies. The Communications Manager will support ongoing storytelling work and ensure that HFJ's communications strategies across the Foundation run efficiently and in line with organizational values & mission.

## **Responsibilities:**

### *Content Development & Management (50%)*

- Manage HFJ social media and email communication platforms, including Instagram, Facebook, LinkedIn, and Twitter
- Develop, design, and manage regular and timely external communications, including monthly e-newsletters and social media campaigns
- Manage website content and maintain up-to-date web copy
- Create communications deliverables to be used across the Foundation consistent with HFJ's brand, including visuals, copy, and more.

### *Project Management (30%)*

- Manage timelines, roles, and duties for internal and cross-department communications projects
- In collaboration with HFJ staff, execute communication plans for specific grant opportunities, grantee announcements, fundraising campaigns, events, and more to further HFJ's organizational goals.
- Serve as the project manager for video and photography projects, and manage external contractor relationships with video production, printers, website developers, graphic designers, photography, and other creative companies.
- Implement platform-specific data analytics metrics and performance indicators to monitor the success of Foundation-wide digital communications efforts.

### *Collaboration (20%)*

- Engage with the Director of Communications and Program and Development teams to identify opportunities to promote HFJ's mission and values.
- Support Foundation staff to use and leverage communication tools in ways consistent with the HFJ brand, voice, and values.

### *Other duties as assigned*

## **Skills and requirements:**

- Three to five years of work experience in communications.
- Three to five years of successful project management experience.
- Demonstrated success in managing and implementing strategic communication plans.
- Sharp storytelling, copywriting, and copyediting skills.
- Fluency in website and social media analytics.
- Ability to successfully execute and utilize digital communication strategies.
- Strong time management and organizational skills, including ability to independently plan and prioritize a full workload.
- Ability to work on one's own and in collaboration.
- Familiarity with software platforms, including Microsoft Office Suite, Asana, and Canva among others is a plus.
- Experience with Raiser's Edge and Financial Edge is a plus.
- Knowledge of Minnesota social justice movements, social justice philanthropy, and/or grassroots organizing is a plus.

## Shared Expectations

- A commitment to the Headwaters mission and values, and guiding principles.
- Willingness to advance organizational strategic goals and outcomes.
- Self-motivation and flexibility.
- Compliance with all operating policies and procedures.
- Strong interpersonal skills.
- Willingness to be a productive member of a community of colleagues, respecting differences while working toward shared goals, comfort with periods of ambiguity and change, and constructive participation in ongoing organizational development.
- Ability to work with diverse communities across lines of class, race, ethnicity, sexual orientation, gender identity, and ability.
- Ability to work as part of cross-departmental teams on special projects.

## Current COVID-19 Circumstances

Headwaters takes the safety and health of employees, their families, and adjacent communities, seriously. That's why we observe the following COVID-19 policies:

- All employees currently work in a hybrid setting—with 2-days in the office (Tuesday expected), and 2-days at home. Employees are required to have access to internet.
- Staff meetings are held in-person on Tuesdays, and during other days they are virtual using Zoom, Microsoft Teams, or other software platforms.
- Employees who have known exposure to COVID-19 are asked to work remotely for 10 days (the 1<sup>st</sup> day starting after the day of exposure).
- HFJ adheres to the current CDC recommendations around testing positive, isolation and exposure related to COVID-19 as [updated online](#).

## Salary and Benefits

Salary range \$70,000-\$79,000. Excellent benefits package, including 100% of employee-only and 90% of employee plus family and dependent health and dental insurance; a 401K retirement plan with a five percent employer contribution after a 90day probationary period; and a flexible spending account. Headwaters also offers generous time off for professional development, holidays, sick time, and vacation.

## Environment

HFJ is an equal employment opportunity/affirmative action employer. We encourage women, BIPOC, LGBTQ people, and people with disabilities to apply. Regular work hours are weekdays from 9 a.m. until 5 p.m. Monday-Thursday (32hr/week and considered full-time). Some evenings and weekends required.

## To Apply

Attach your cover letter and resume as PDFs in an email with *Communications Manager* as the subject line to Human Resources at [hr@headwatersfoundation.org](mailto:hr@headwatersfoundation.org).