

## **AAPI Civic Engagement Fund Job Posting**

**Position Title:** Communications Manager

**Organizational Summary:** The AAPI Civic Engagement Fund was founded in 2013 with the belief that Asian Americans and Pacific Islanders (AAPI) must be an integral part of strengthening America's democracy, improving the quality of life for all, and creating vibrant multiracial communities. To this end, we foster a culture of civic participation within AAPI communities by supporting the growth of AAPI groups as organizational movement and power building leaders who achieve specific policy, systems, and transformational change. The Fund is fiscally sponsored by New Venture Fund.

**Location:** Remote/Los Angeles

**Salary Range:** \$70,000-\$85,000

**Benefits:** Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees are able to enroll in 401k retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits. Employees will receive 120 hours of vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually. Employees will also receive 13 paid holidays throughout the calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.

**POSITION SUMMARY:** The Communications Manager is a full-time exempt position whose main responsibilities will be to lead, develop and implement strategic communications to internal and external audiences to elevate and support the AAPI Civic Engagement Fund's work.

### **RESPONSIBILITIES**

#### **Public & Media Relations**

- Serve as the key staff responsible for developing, implementing, and monitoring a strategic communications plan for the Fund
- Create and publish a variety of content with a focus on producing engaging stories and appropriate invitations to enrich audience participation with the Fund
- Manage all communications content (such as, coverage books, annual reports, website and social media posts and presentations) to ensure content is on-brand and optimal presence for digital searches
- Define key performance indicators to grow the Fund's impact and develop actionable recommendations for how to optimize online presence based on insights from channel analysis and trends
- Monitor and report on the level of success of the Fund's communications reach with specific audiences

- Lead in the writing of press releases, Op-Eds, website, and social media content, etc. for Fund's website, social media channels and media outlets
- Act as the primary point of contact for all media and create talking points for staff and Advisory Board members who are spokespersons for the Fund, as well as developing press kits
- Develop, maintain, and grow the Fund's media lists, including identifying and cultivating relationships with media and other communications partners as appropriate
- Work with programs and development teams to integrate communications tactics and strategies to achieve overall goals
- Create official writing style guide for the Fund and provide support to staff to ensure they receive communications support

### **Strategic Development**

- Envision and manage communications projects and campaigns, tracking metrics and reporting on progress to team and other stakeholders as needed
- Liaise with communications consultants to ensure effective coordination of work and effective use of internal and consulting resources
- Create core messaging that effectively communicates the Fund's vision, values and priorities
- Ensure that the Fund's narrative and branding is consistent across all platforms
- Develop and implement strategies around the growth and development of the Fund's brand awareness through past and new campaigns
- Maintain and grow the Fund's brand recognition and audiences

### **Other**

- Coordinate and collaborate with teams to meet overall organizational goals
- Other duties as assigned

## **QUALIFICATIONS**

### **Education, Experience, Knowledge, Skills and Ability**

The candidate must be a highly collaborative and an effective team player who listens and communicates well. Confident and knowledgeable, but humble, they should bring a high level of intellect, curiosity, discernment, and have excellent inter and intra-personal skills in this role.

They should possess most of the following professional attributes and competencies:

- 3-5 years of related work; experience in philanthropy, media or nonprofit is strongly preferred
- Commitment to the Fund's mission, vision, and values; experience in social justice, civic engagement, and/or movement building preferred
- Understanding of social media analysis and trends; experience in HootSuite, or similar platforms, preferred
- Demonstrated leadership skills and ability to build strong, collaborative relationships at all levels, drawing on a high degree of emotional intelligence and the ability to foster mutual trust and respect
- Ability to work under pressure, manage team workload, prioritize projects, meet deadlines, and maintain a sense of community within a changing fast-paced environment

- Ability to communicate effectively with diverse stakeholders and the ability to make compelling presentations on complex topics
- Inherent curiosity, an ability to listen, and a dedication to learning
- Demonstrates a commitment to creating a positive culture within an evolving organization
- Flexibility, creativity, drive and the ability to thrive in a complex environment
- Sound judgment, integrity, humility and respect for confidentiality
- Willingness and ability to travel on occasion
- Proficiency in Microsoft Office Suite and understanding of technology and tools
- Ability to work remotely during COVID pandemic
- Ability to communicate via phone and work at a computer for extended periods of time
- Ability to work at a computer workstation in an ergonomically correct environment
- Ability to work evenings and weekends when needed

### **Valued and Non-Essential Education, Experience, Knowledge, Skills and Ability**

- Understanding of community organizing, grassroots mobilization, community-centered power building, electoral campaigns, popular education, and building local and national coalitions
- Direct experience working with immigrant and refugee communities, communities experiencing language barriers or that are predominantly Limited English Proficient, or culturally isolated an asset
- Knowledge of Asian American and Pacific Islander populations
- Fluency in an Asian or Pacific Island language an asset

### **HOW TO APPLY**

1. Please submit the following documents to: [opportunities@aapifund.org](mailto:opportunities@aapifund.org)
  - a. Cover letter explaining your interest in this position
  - b. Resume
2. Include “Communications Manager” in the subject line of your email
3. Attach files in PDF or Word format, naming the documents: “LastName\_FirstName\_CL” and “LastName\_FirstName\_Resume”.
4. Applications will be accepted on a rolling basis until filled.

### **Hiring Statement**

The AAPI Civic Engagement Fund is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF’s work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

### **COVID-19 Policy**

*To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodation may be sought and approved in accordance with the law by contacting human resources at [HR@newventurefund.org](mailto:HR@newventurefund.org).*