



Communications Manager

Bismarck · Full Time

Consensus Council seeks a motivated **Communications Manager** passionate about community engagement, public relations, and digital storytelling. The ideal candidate is a thoughtful collaborator who is ready to both take initiative and direction, pay close attention to detail while juggling multiple tasks, and uplift Consensus Council's organizational values and commitment to equity and justice. The Communications Manager should have excellent writing and editing skills, experience with digital platforms, and an ability to see a project through from beginning to end.

This is a full-time (40 hr/wk) position based in Bismarck, North Dakota. Flexible work hours and hybrid in-office/work-from-home options. Salary range \$42,000-\$50,000 annually based on experience, plus excellent benefits.

ESSENTIAL DUTIES

Communications and Marketing

1. Lead storytelling and content development to increase community awareness about the full spectrum of our work
2. Routinely compare and evaluate potential projects with the ability to independently make communications and marketing decisions that align with budget restrictions and brand guidelines, positioning Consensus Council for success
3. Coordinate and provide writing and editing for a variety of communications and marketing materials, including website, e-newsletters, press releases, social media channels, fundraising materials, reports
4. Maintain agency style guide and ensure brand-aligned marketing materials
5. Work with the Executive Director to develop communications/marketing strategy and annual implementation plan
6. Support public relations by drafting, editing, and pitching content
7. Prepare and/or deliver presentations for agency outreach and trainings
8. Assist client/partner organizations with communications capacity and skill development
9. Manage special event communications, and assist with event coordination and promotion
10. Coordinate graphic design, printing/digital publication, and distribution of agency materials
11. Monitor metrics, conduct client/audience surveys and evaluations, and compile and analyze data to support storytelling

Resource Development

1. Edit and assist in development of facilitation resources for consensus processes
2. Assist in the development of Restorative Justice resources and curriculum, including training and outreach materials
3. Participate in the preparation of foundation and corporate grant proposals, administration, evaluation, reports, and presentations as needed

4. Research funding and grant opportunities

Program and Administrative Support

1. Prepare and provide staff services for periodic meetings of committees, commissions, and Council events
2. Coordinate and schedule virtual and in-person/hybrid meetings, set agendas, facilitate communications between client coalitions and partner organizations, and document meetings/take minutes
3. Maintain agency mailing address and email distribution lists

QUALIFICATIONS

Requirements:

1. Strong commitment to equity and inclusion of historically underrepresented voices and communities
2. Three to five years' experience in a communications position, preferably in a nonprofit, advocacy, or public sector role
3. Exceptional writing and editing skills, including the ability to write for diverse audiences and for a variety of communication mediums
4. Skilled in creating powerful, compelling written and oral communications; ability to convey complex ideas through brief, accessible materials
5. Bachelor's degree or equivalent experience, preferably in a related field: communications, public relations, English, or marketing
6. Understanding and use of style manuals (AP, Chicago Manual of Style) and plain language and clear communication guidelines
7. Ability to interview and connect with people and tell their stories in creative, impactful ways
8. Excellent interpersonal skills including empathy and discretion
9. Ability to relate to and work generously, cooperatively, creatively, and candidly with staff colleagues
10. Extreme attention to detail, outstanding organization skills, and ability to acquire new knowledge quickly
11. Ability to manage multiple projects effectively, as well as manage and meet deadlines
12. Experience and knowledge of marketing strategy and planning, digital marketing, and professional social media management
13. Proficiency in Microsoft Office applications, videoconferencing platforms (Zoom, Microsoft Teams), website management (WordPress), and email marketing platforms (MailChimp)
14. Valid driver's license and current insurance
15. Must pass a Child Abuse and Neglect and Predatory Offender background check

Preferences:

1. Experience implementing accessible (ADA-compliant) communications
2. Skilled in graphic design (Adobe Creative Suite, Canva) and/or web design
3. Lived experience relevant to racial, ethnic, religious, and/or socio-economic prejudice
4. Lived experience relevant to criminal justice-system involvement and/or victimization

Questions? Call Ann at 701.224.0588 x1. **To apply, send cover letter and resume to amelton@agree.org by April 18.**