

# Nest Communications Manager

Nest, a New York City based 501(c)(3) non-profit, is seeking a full-time Communications Manager to support internal and external communications and marketing efforts. Reporting to the Chief Marketing Officer, the Communications Manager will support and implement communications and marketing related projects, while ensuring that the Nest brand voice and messaging are upheld and ultimately helping to drive awareness for the organization's work.

## RESPONSIBILITIES

- Supporting consistency of messaging across the many facets of the organization
- Managing regular updates to the organization's website
- Liaising directly with Nest's designer to oversee material and collateral design for Nest's owned communications channels and partner communications
- Overseeing cause related marketing partnerships at low tier giving levels
- Owning social media execution
- Managing and updating media lists and press kits
- Assisting with timely outreach to members of the press, working with Nest's Chief Marketing Officer to pitch story ideas
- Liaising with brand partners to supply them with Nest key messages and assets
- Fact-checking media pitches and white papers to source statistics and key data or supporting findings
- Documenting Nest's communications activities and assisting with KPI reporting
- Developing written and visual content to share externally on social media, in reporting and internally to ensure Nest's branding is streamlined
- Directly supporting overarching communications needs, reporting directly to Nest's Chief Marketing Officer

## QUALIFICATIONS

Nest is seeking an accomplished Communications Manager who has at least 4 years of communications experience, ideally in an "in-house" leadership role within a complex (number and variety of constituents) nonprofit entity, brand or foundation and covering areas such as digital content, newsletters, and partnership or donor pitches and communications. The ability to take knowledge and transform it into exciting and useful messages, and disseminate it to the right audiences through the best distribution channels is critical.

Specific requirements include:

- Highly collaborative style; experience developing and implementing communications strategies
- Excellent writing/editing and verbal communication skills
- A strong track record as an implementer who thrives on managing a variety of key initiatives concurrently
- Relationship builder with the flexibility and finesse to "manage by influence"
- High energy, maturity, and leadership with the ability to serve as a unifying force and to position communications discussions at both the strategic and tactical levels
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives

Nest offers a competitive salary, full benefits package and retirement contribution. To be considered please send resume and cover letter to Sasha Wallinger, Chief Marketing Officer at [sashaw@buildanest.org](mailto:sashaw@buildanest.org)