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## **Communications Manager Position Description**

### **Organization Overview**

Voices for Georgia's Children (Voices) is an independent non-profit organization that seeks to ensure all children are safe, healthy, educated, employable, and connected to community. Our primary functions are education and research, communication, coalition-building, and public and legislative advocacy. Voices plays a key role in several statewide coalitions, Voices fosters a team environment where most projects engage multiple members of the staff to achieve excellence.

### **Position Summary**

The Communications Manager will support the Director of Fundraising and Communications in expanding the organization's reach and influence in Georgia. The successful candidate will be charged with using a variety of communication channels to promote the organization's priorities and will play a significant role in implementing the organization's overall communications strategy. Applicants should have strong writing experience with print, web and social media and thrive in a fast-paced environment. In addition to outstanding skills as a writer, organization seeks someone with a commitment to the shared values and strategic priorities of Voices.

### **Duties and Responsibilities**

- Develop written content for various applications including print, email, social media and web to help the organization influence state and federal level public policy solutions.
- Manage, edit and distribute digital communications to various stakeholders.
- Maintain content for the Voices website.
- Assist in the development and implementation of a strategic communications plan.
- Manage the layout and design of publications and other supporting material in the branded format.
- Create and post content for social media.
- Identify opportunities for storytelling, innovative messaging and emerging platforms.
- Understand the target audience intended for the message; be able to maintain Voices style, tone, and brand.
- Assist with proofing and editing as needed.

### **Preferred Qualifications**

- Bachelor's degree and a minimum of two years of direct or related experience, or equivalent.
- Experience in journalism, public relations, communication, marketing, advertising or related field.
- Effective writing, editing and organizational skills are essential.
- Ability to work in a fast-paced environment to meet aggressive deadlines.
- Must be familiar with Microsoft Office, presentation and content management tools.
- Must have experience with Adobe Creative Cloud, especially Photoshop, InDesign and Illustrator.
- Experience with WordPress (HTML and CSS familiarity a plus).
- Must be comfortable working with data, able to generate polished graphics from spreadsheets.
- Effective interpersonal skills and ability to work effectively with a wide range of constituencies.

- Basic knowledge of roles played by local, state and federal government.
- Ability to manage multiple tasks at once, to work independently, and to work as a team member to achieve common goals.
- Ability to exercise sound judgment independently is required.

### **Compensation**

Salary commensurate with experience; excellent benefits including health insurance, dental and vision care, life, short-term and long-term disability insurance, generous vacation leave, sick leave and holiday schedules.

**To apply: Please submit a cover letter and resume to [mdowdell@georgiavoices.org](mailto:mdowdell@georgiavoices.org) with “Communications Manager” in the subject line. No calls, please.**

**Voices is an equal opportunity employer.**