



Communications Manager

Job Description

As the **Communications Manager**, you will serve as the organization's cohesive storyteller. Under the supervision of the Director of Communications and Events, the **Communications Manager** will support the strategic development and lead the delivery of Leadership Rhode Island's stories, impact, and engagement with internal and external stakeholders across digital, print, and real-world environments. The Communications Manager will collaborate cross-departmentally with LRI's staff and alumni to steward organizational relationships, build capacity, and advance LRI's mission of positive transformation.

A week in the life of the Communications Manager could include:

- **Oversee LRI's storytelling efforts** to a variety of stakeholders through written, visual, and multimedia content, ensuring messaging is cohesive across departments and channels.
- **Lead collaborations with internal departmental liaisons** to collect information and develop compelling messaging, stories, and impact narratives of LRI's events, programs, and trainings across all mediums (print, web, video, social media, etc.).
- **Lead content development** for LRI's print and electronic materials, including a bi-monthly alumni email newsletter, social media content, press releases, website, annual impact report, annual newsletter, brochures, and other collateral, collaborating with the director, volunteers, and vendors.
- **Assist in developing and managing the organizational content calendar** to coordinate communications efforts across departments and platforms, supporting awareness of LRI's offerings, efforts, and impact.
- **Act as a brand champion** by ensuring all communications align with LRI's brand, values, and strategy. Provide quality control and editorial oversight to maintain consistency across all materials.
- **Collaborate with external vendors, contractors, consultants, and volunteers** on projects involving written copy, video, photography, and creative design, ensuring all materials meet LRI's communication goals.
- **Track and report on the progress and effectiveness** of communications and marketing activities, providing insights and recommendations to the director for strategic improvements.

- **Ensure web content is up to date** and aligned with LRI's branding and mission, while collaborating with the director on web strategy and significant updates.

COLLABORATIVE TEAMWORK

- Assist in budget development for organizational marketing and communications efforts and provide projections and recommendations.
- Act as a supportive resource for broader organizational initiatives, including participating in key events and special projects.
- Represent the organization at events, which may include some travel throughout Rhode Island.
- Contribute to a diverse, equitable, and inclusive workplace and collaborative learning environment.

This job could be for you if:

- You **believe in the power of storytelling** – you understand how compelling narratives across multiple platforms can inspire action, engage diverse audiences, and drive positive change.
- You are an **adaptable project manager** – you thrive in environments with many moving parts, using your talents to balance priorities, meet deadlines, and coordinate across teams.
- You **steward relationships** – you build and nurture relationships with both internal and external stakeholders by actively listening, understanding, and responding with relevance and clarity.
- You **foster teamwork** – you enjoy working alongside a team, partners, consultants and volunteers to set goals and find creative/innovative solutions that strive towards excellence.
- You are **creative and innovative** – you bring fresh ideas and inspire creative thinking in both content creation and problem-solving.
- You are a **lifelong learner** – staying on top of trends and best practices while continuously learning to drive excellence and innovation.
- You are **technologically savvy** – easily learning new systems and continually seeking opportunities for process improvement.
- You have a **passionate commitment** to Rhode Island.
- You behave **ethically and with integrity**, ensuring your actions align with LRI's values and mission.
- You are **flexible** - able to occasionally attend events, which may take place outside typical working hours.

Preferred Qualifications:

- 2-3 years of experience in communications, marketing, journalism, public relations, or a related field.
- Proven ability to write both long-form and short-form copy across various formats.
- Experience managing social media accounts for a brand, with a focus on LinkedIn, Facebook,

and Instagram.

- Experience with storytelling through photography, videography, or other multimedia formats.
- Familiarity with design tools such as Canva and Adobe Creative Suite.
- Experience using Zoom, Google Suite, Salesforce, and WordPress.
- Passionate about the LRI mission, vision, and values.
- Reliable transportation and ability to lift up to 30 pounds.

Compensation & Benefits:

- **Start Date:** December 2, 2024
- **Location:** Providence, RI (opportunity to work remotely 1 day per week after 3 months of continuous employment)
- **Starting Salary Range:** \$50,000-\$60,000 (based on experience)
- **Starting Benefits:** Individual benefits (Health, Dental, Vision), Simple IRA (up to 3% organizational match), 11 paid holidays, and paid time off (2 weeks vacation, 5 sick days, 1 personal day)
- **Wellness:** on-site fitness center available at no cost to employees, walking/biking path, annual employee wellness reimbursement program

Why join us?

Leadership Rhode Island's mission is to engage and connect people through shared experiences that positively transform individuals, organizations and communities. We envision a Rhode Island that is flourishing — economically, civically, culturally — built on a foundation of ever-improving human capital whose strengths and potential we spend each day revealing and igniting. And, we see the lessons of this lively leadership experiment being shared and amplified around the country and the world to nurture the kind of fully-engaged societies that create lasting, positive change.

Our momentum is the strongest it's ever been. Since 1981, LRI has inspired emerging and established leaders to create change in their communities and measured results through cohort-based programming and individual enrichment programs/events. Today, the LRI alumni community includes more than 3,000 intergenerational, cross-sector leaders from diverse backgrounds, positions and interests who connect for social interaction, dialogue, and creative problem-solving. In the past ten years, LRI has evolved and grown by collaborating with and mobilizing local citizenry in new transformational ways.

Our staff is passionate about Rhode Island and appreciates nurturing transformational relationships for the betterment of our state. We live a strengths-based culture, one that energetically embraces and leverages our individual and collective strengths to achieve our vision. We're known for our quality, agility, thoughtfulness, and mission adherence. We change lives. If you are ambitious about goals, but like to have fun collaborating as a strengths-based team to reach them, you'll be in good company. We're small enough for your ideas to make a big impact, and large enough to offer you opportunities to grow professionally at any stage of your career. We're passionate about creating the best place to work.

Want to apply but not sure if you'd be the right fit?

If we sound like the right place for you, we want to hear from you. There is no 'perfect' candidate. Everyone brings something different to the team, and our diversity of backgrounds, cultures, experiences, abilities, perspectives, and identities makes LRI an amazing place to work. LRI is an equal opportunity employer and is committed to diversity, equity, inclusion and belonging. We welcome a diverse pool of candidates.

To apply, email office@leadershipri.org with the subject Communications Manager and attach a cover letter and resume.