



Communications Manager

Women's Money Matters Is seeking a full-time **Communications Manager** to join our passionate and dedicated team. The Communications Manager leads and manages our communications plan, social media presence, website content, and brand continuity. The Communications Manager is an essential team member as we focus on growth strategy initiatives, thought leadership, and impact evaluation.

About Us:

- We are a financial wellness and empowerment program for women living on low-incomes
- Our program combines financial health workshops with one-to-one volunteer coaching
- We are a growing organization, serving Massachusetts and southern New Hampshire since 2009
- We are a hybrid workforce

About You:

- You are a self starter and strong writer who understands the diverse writing styles needed for different platform success
- You understand the power of online communication and know how to grow and engage a wide audience
- You have strong data visualization skills and experience creating marketing materials
- You have proven experience writing and editing website and social media content, online presentations, and communications for stakeholders and community members
- You have proven experience writing and editing website and social media content,
- You are able to make strong presentations in google slides
- You have some experience with Campaign Monitor, Canva, WordPress and Salesforce (preferred but not required)
- You are passionate about the mission of financially empowering low-income women and advocating for them
- You speak Spanish (preferred but not required)
- Bachelor's degree or higher preferred
- Must have reliable car to attend events and donor meetings
- Must live within commuting distance of Greater Boston

Core responsibilities include:

- Develop a comprehensive communication plan for multi-platforms
- Develop internal and external communication materials to share client stories and impact, including eNewsletters, blog, annual reports and impact reports
- Reach out to clients post-graduation to follow-up on progress and impact of programs
- Develop a stronger advocacy role for Women's Money Matters on behalf of clients, including research, messaging, publications, and mobilization
- Maintain and improve website content
- Plan and implement fundraising events
- Create decks and presentations that utilize data visualization effectively
- Update and steward our brand and visual story that illustrates the diversity, thought leadership, and community involvement of our mission
- Support grants and donor outreach with compelling and relevant impact stories
- Ensure strong engagement across all social media platforms

Compensation: \$48,000-\$55,000, commensurate with experience

In lieu of group health insurance we offer a monthly health care stipend. Other benefits include a flexible, remote work schedule, paid time off, including all Federal holidays, and a 401(k) employee match.

Qualified candidates should submit a **cover letter and resume** to pditomaso@womensmoneymatters.org

Women's Money Matters Is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, ancestry, age, protected veteran status, disability, sexual orientation, gender identity/expression, marital status, or other protected class. Knowing its importance to the success of our work, Women's Money Matters Is committed to diversity and inclusion, and we aspire to build a diverse staff team and community, including groups that are traditionally underrepresented among our sector leadership.