

Communications Manager Jubilee Housing

Status: Full-time, exempt employee
Salary: \$60,000 - \$70,000
Reporting: VP of Institutional Advancement
Location: Washington, DC
Deadline: Resume reviews begin immediately.



About Jubilee Housing

Founded in 1973, Jubilee Housing (Jubilee) is an award-winning nonprofit that provides high-quality affordable housing and holistic support to people experiencing persistent economic hardship throughout Adams Morgan, Columbia Heights, and Mount Pleasant neighborhoods of Washington, DC. Jubilee's mission is to build diverse, compassionate communities that create opportunities for everyone to thrive.

In a city whose rapid development and prosperity is widening the racial wealth gap, Jubilee's focus is to provide and inspire communities to build more *Justice Housing*[™]—deeply affordable housing, in thriving neighborhoods, with onsite or nearby wrap-around programs and services located in thriving neighborhoods. With 10 properties and 299 units in Northwest Washington, the resident and program participants of Jubilee Housing consist of households exiting homelessness; workers earning minimum wage; senior citizens; people with disabilities; and those returning from incarceration. Jubilee is committed to working at the system and city level, to advocate and overcome persistent patterns and the impact of racial inequity.

In the past few years, Jubilee has entered an exciting period of strategic growth. A 30% expansion is underway, which includes 120 new homes and onsite vocational training with dedicated buildings for returning citizens and multi-room units for families. Jubilee's team is growing to support this portfolio expansion—with family and resident support services, dynamic property management, real estate development, youth services and administrative support.

Jubilee seeks an experienced and talented communications manager who shares the organization's passion for building inclusive and thriving neighborhoods. This position offers justice-oriented citizens a great opportunity to do mission-driven work that has a deep and positive impact on their own neighborhood, community, and city.

Position Overview

The Communications Manager will play a critical role helping Jubilee achieve its goals for expansion. They will work with the institutional advancement team and the President and CEO to advance Jubilee's communications, marketing and media relations efforts cross-departmentally, and to a diverse range of internal and external stakeholders, reporting directly to the VP of Institutional Advancement.

This position develops and manages Jubilee's communications strategies and is responsible for crafting and expressing the organization's unique story and future plans to wide-reaching audiences. In collaboration with the VP of Institutional Advancement, the Communications

Manager will develop an annual marketing and communications plan and create all digital content and communications materials, such as press releases, social media posts, talking points, web content, newsletter copy, and other communications materials.

The Communications Manager position offers a meaningful opportunity to provide tangible, real-world benefit to the residents of some of DC's most vital neighborhoods while gaining invaluable communications and marketing experience in a dynamic and growing nonprofit.

Jubilee Housing's administrative headquarters is in Adams Morgan. The organization has been working remotely, and hope to return to the office this spring with flexible work arrangements. The Institutional Advancement team does come into the office frequently for donor meetings, walking tours, and periodic administrative duties.

Key Responsibilities

- Collaborate with the VP of Institutional Advancement and President and CEO to shape messages and communications strategies to promote and increase awareness of Jubilee's programming and expansion plans.
- Maintain, create content for, and actively update all of Jubilee's web content, e-newsletter copy, news releases, social media posts, and other communications materials. Ensure all products represent the highest quality.
- Manage all aspects of Jubilee's website and social media presence, including Facebook, Twitter, LinkedIn, Instagram, and YouTube.
- Direct and coordinate video for both grants
- Manage media relations and cultivate Jubilee's existing and new relationships with print, digital, and broadcast journalists in the DC region.
- Craft strategy to increase daily engagement on social media accounts and monitor analytics to inform marketing efforts.
- Develop presentations for the President and CEO and the Institutional Advancement team to communicate Jubilee's key initiatives to internal and external stakeholders.
- Design graphics for special communications projects such as reports, fact sheets, infographics that showcase Jubilee's successes and impact in an easily accessible, creative, and engaging way.
- Use social media and other communications resources to assist with special event marketing and Jubilee's ticket management system.
- Work closely with key program staff to understand Jubilee's programs and articulate them effectively and simply for a wide range of audiences.
- Copy, edit and review external communications from internal Jubilee departments to assist with quality control.
- Stay informed on policy and programmatic trends in housing, education, and reentry.

Experience, Skills, and Qualities

- Passion for Jubilee's vision, values, and mission of building diverse, compassionate communities that create opportunities for everyone to thrive.
- 3-5 years of relevant professional experience in communications and/or marketing, preferably in a nonprofit organization.
- Excellent written communication skills with a demonstrated ability to produce and edit creative and well-organized communications tailored to different audiences.
- Strong attention to detail and proofreading skills.
- Proven results in implementing marketing and communications campaigns and managing

social media platforms to engage and increase visibility among a wide range of audiences.

- Ability to multi-task and successfully manage multiple projects and deadlines at once; incisive attention to detail without losing sight of overarching strategy.
- Experience designing in WordPress, Adobe Photoshop, Acrobat Reader, and Canva preferred.
- Proficiency in web analytics is also preferred.
- Proficiency in Office Suite (Word, Excel, Powerpoint, Outlook) is required. Experience with membership databases, Salsa, and Salesforce preferred.
- Flexible, adaptable, and comfortable working in a fast-paced, nonprofit environment.
- Resourceful professional with strong interpersonal skills who builds efficient systems, takes initiative, and reliably implements sound strategy and decision making.
- Focused on self-improvement; able to take criticism and coaching constructively.
- Able to work independently with minimal supervision and as part of a team.
- Comfort with a spiritually-grounded workplace.

Compensation

Compensation for this role has been budgeted in the \$60,000 - \$70,000, commensurate with experience. Jubilee offers excellent benefits, including health, vision, and dental insurance, short- and long-term disability and life insurances, paid vacation, sick leave, holidays, transportation stipend, and a matched contribution retirement plan.

Application Process

Interested applicants should submit a resume and a cover letter that describes their interest in and qualifications for this role to rely@jubileehousing.org and jjohnson@jubileehousing.org. Please reference the Communications Manager in the subject line. Resume reviews begin immediately.

Background and Reference Checks

Finalist(s) for this position will be subject to a drug screening and will be required to consent to a pre-employment background and reference checks as a condition of employment.

Working Conditions

Jubilee Housing is committed to access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, services, programs, and activities. This position requires sitting and/or standing for several hours at a time, repetitive motion activities including typing on a computer keyboard, frequent communication via telephone and/or digital communication tools. This position may occasionally be asked to perform a variety of physical tasks, such as pushing, pulling, and lifting up to 20 pounds unassisted.

As a condition of employment, all external candidates must provide proof that you are fully vaccinated from COVID-19, as of your first day of employment, unless a request for an ADA accommodation has been approved. "Fully vaccinated" means two (2) weeks have passed since your last dose of a two-dose series or two (2) weeks after a single-dose vaccination.

Equal Employment Opportunity

Jubilee Housing bases employment decisions on each person's performance, qualifications, and abilities. It does not discriminate in employment opportunities or practices on the basis of

race, color, religion, sex, sexual orientation, national origin, age, disability, or characteristics protected by District of Columbia and federal law. All employment offers are contingent upon satisfactory proof of eligibility to work in the United States. Depending on the job, a background investigation, credit check, drug test or driving record may be required.