

Texas 2036

Manager of Communications

Job Description

About Texas 2036

Texas 2036 uses data, research, and leading expertise to enable Texans to make informed decisions to ensure our state continues to be the best place to live and do business through its bicentennial in 2036 and beyond. Texas 2036 is achieving this mission through the creation of a robust data platform, a long term state policy strategic plan, and a statewide, non-partisan coalition of Texans advocating for meaningful policy change. We are a dynamic, rapidly evolving organization seeking energetic individuals passionate about creating a long-term vision for the future of Texas and developing data-driven, non-partisan policy solutions to solve the state's long-term challenges.

Summary

The Manager of Communications contributes to the success of Texas 2036 by ensuring that the organization effectively shares its mission, purpose, and plan by engaging diverse audiences across Texas on relevant, urgent challenges and opportunities facing the state. Reporting to the Director of Engagement and Operations, the Manager of Communications uses their well-honed ability to deliver compelling written and visual content, in partnership with Texas 2036 staff and external partners to inform, engage, and motivate Texans.

Responsibilities

The Manager's responsibilities fall into four focus areas: content creation, digital management, graphic design, and project management.

Content Creation

- Write and contribute to white papers, issue briefs, and reports based on Texas 2036 data and policy work
- Develop digital content including website copy and social media posts
- Collaborate on the drafting of grant proposals, annual reports, donor donor correspondences, and fundraising materials.
- Craft storylines, scripts, and copy for audio and visual productions
- Produce Keynote and PowerPoint presentations tailored to specific audiences

Digital Management

- Manage the Texas 2036 website, including content revisions, content posting, simple page construction, and updating graphics with the goal of growing site traffic and visitor engagement
- Manage Texas 2036 social media accounts (Facebook, Twitter, LinkedIn) including posting content, monitoring channels, and growing audiences
- Manage Texas 2036 email campaign software including updating lists and tags and creating and executing email campaigns

Graphic Design

- Edit/manipulate images and documents for specific uses such as resizing/recoloring images and updating/editing existing collateral files
- Develop simple web and print collateral
- Collaborate with Data Team in creating eye-catching and insightful infographics and data visualizations

Project Management

- Coordinate with freelancers, vendors, and partners to produce content and collateral, including:
 - Designed digital and print collateral
 - Audio and visual content
 - Stories, reports, white papers, and issue briefs
- Assist with event planning and execution
- Contribute to other projects and workstreams as assigned

Qualifications

- Desire to see Texas be the best place to live and work through 2036 and beyond
- Knowledge of Texas history, diversity, and contemporary culture
- An understanding of Texas state government and politics preferred
- Highly motivated self-starter with strong, positive, 'can do' attitude
- Strong collaborator that excels equally working on cross-functional teams and independently
- Excellent organizational and prioritization skills
- Proclivity to identify work that needs to be done or a problem that needs to be solved and quick to take the initiative to address it, even when not directed or assigned to do so
- Thrives in a dynamic, fast paced environment while managing many simultaneous projects
- Strong verbal and written communication skills, including proficiency in copy editing, and the ability to summarize complex policy and data for a general audience
- Fanatical attention to detail and accuracy
- Bachelor's degree in Communications, Journalism, English, Graphic Design, Marketing, or a related field, or demonstrated equivalent knowledge through work experience and samples
- 4+ years of professional communications experience including significant experience managing social media channels, developing original content, and designing simple collateral
- Proficiency in Keynote, Adobe Acrobat Pro, Microsoft Office Suite (including PowerPoint), Buffer (or similar social media management tools), WordPress (or similar website CMS), and some or all of the following creative applications: Illustrator, Photoshop, Canva, and InDesign
- Experience with non-profit, educational, community engagement, and fundraising events preferred

Compensation and Benefits

Compensation is commensurate with experience. Texas 2036 offers health insurance, a 401(k) matching program, and a flexible time off policy.

Location

The Manager of Communications will be able to work in Texas 2036's Dallas (preferred) or Austin office or from home in any Texas city. The Manager must be willing to travel regularly (up to 30%) to Texas 2036's office in Dallas or to other cities in Texas for meetings with Texas 2036 colleagues, vendors, stakeholders, and partners.

To Apply

Please send a resume with cover letter to justin.coppedge@texas2036.org.