



## OUT MetroWest Job Posting Full-Time Development and Communications Manager

**Mission:** OUT MetroWest builds communities where LGBTQ+ youth thrive.

### Organizational Values:

- Affirming LGBTQ+ identities through positive role modeling.
- Challenging ableism, classism, misogyny, racism, and other systems of oppression.
- Creating supportive spaces where LGBTQ+ youth can be themselves.
- Respecting, embracing, and celebrating diversity.
- Treating people with care and compassion.

### Position Details:

The Development and Communications Manager is responsible for developing and implementing communications strategies and development activities that maintain positive relationships with OUT MetroWest supporters and community partners. The Development and Communications Manager's work will contribute to outcomes such as increased and diversified support for the organization's work, sustained and new opportunities for community engagement, and increased youth participation across MetroWest and among a wide diversity of youth. This person will develop and maintain a recognizable "brand" across all media platforms that clearly and consistently reflects and communicates OUT MetroWest's mission and values to a wide variety of audiences.

Reporting to the Executive Director, this full-time professional works out of our headquarters in Framingham, with an opportunity for a hybrid (home/office) work schedule. All staff are currently working remotely due to the pandemic. When we return to in-person, all OUT MetroWest programs and meetings will be in a wheelchair-accessible space. Essential functions of this position include a combination each day of working at a computer, communicating via phone or email, attending meetings and programs, and occasional set-up/break-down for events or outreach engagements.

To learn more about the history of OUT MetroWest, visit here: [Mission, Values, and History – OUT MetroWest](#)

To learn more about our commitment to racial justice, visit here: [Commitment to Racial Justice – OUT MetroWest](#)

To learn more about the team you'd be joining visit here: [Our Team - OUT MetroWest](#)

### Primary Responsibilities:

- Help establish and maintain positive relationships with donors through correspondence, thank you letters, appeals, and precise data entry of donations and donor information.
- Create and distribute marketing materials that promote OUT MetroWest programs.
- Create and manage website and social media content.
- Work with Executive Director to develop, implement, and update an 18-month communications calendar.
- Coordinate OUT MetroWest's outreach opportunities (tabling, event sponsorship, mailings, etc.). Could include attending/presenting at events and/or coordinating others to represent OUT MetroWest.
- Participate in planning for organization's major fundraising events (currently two per year); serve on event planning committees; coordinate and report on registration for events.
- Work to advance OUT MetroWest's diversity, equity, and inclusion goals and initiatives.
- Manage donor and participant database.
- Manage donor appeal processes.
- Distribute regular updates about organizational accomplishments, goals, and news.
- Oversee promotion for open positions, including job postings, direct outreach, job fairs, etc.
- Manage organization's media relationships.
- Coordinate emergency-related communication.
- Track and forecast communications-related expenses.
- Supervise volunteers and/or interns with regard to communications and/or development tasks.
- Respond to or forward, as appropriate, all messages sent to [info@outmetrowest.org](mailto:info@outmetrowest.org).
- Produce reports related to fundraising and communications history and results.

- Answer and route phone calls; check and respond to or forward voicemail messages.
- Assist with organizational team functions such as strategic planning, hiring, special event planning and staffing, and emergency program coverage.
- Other tasks as requested.

**You are a good fit for the position if many of the following are true about you (we don't expect anyone to have ALL of these qualifications!):**

- Competency in LGBTQ+ issues, with explicit understanding of gender identity and expression
- Demonstrated commitment to OUT MetroWest's value of challenging ableism, classism, misogyny, racism, and other systems of oppression; willingness to continue to learn and grow in this work
- Ability to produce clear, effective written communication
- Experience creating and sharing purposeful social media content; willingness to learn new platforms, if necessary
- Detail-oriented with good organizational skills; ability to multitask, set priorities, and work independently; deadline-driven with proven ability to follow through
- Experience managing complex processes or projects
- Background in or experience with graphic design
- Adept at simultaneously working toward short- and long-term goals
- Ability to both provide and receive constructive criticism, to/from a wide variety of people
- Ability to respond appropriately to crisis situations, when they arise
- Excellent interpersonal and communication skills; emotional maturity
- Ability to adapt when circumstances require a change in plans
- Proficiency in Spanish and/or Portuguese (programming is currently in English)

Must have satisfactory SORI and MA State CORI background checks. Driver's License and access to reliable transportation required (to transport outreach materials between sites). Mileage above commuting distance is reimbursed.

### **Compensation:**

Salary: \$53,000-\$55,000 annually

Flexible scheduling, health care reimbursement up to \$3675, professional development budget, comprehensive paid time off

### **To Apply:**

Please complete the application form at <https://tinyurl.com/workatoutmetrowest>. Note the application asks for the following:

- A personal statement--In no more than 500 words, please share why you are interested in this position and how you believe you meet the qualifications. Responses of any word count of 500 or less will receive equal consideration.
- For applicants to either 1) upload a resume or list of relevant experiences OR 2) provide a LinkedIn profile url

OUT MetroWest is an equal opportunity employer and actively seeks candidates from diverse backgrounds including Black, Indigenous, People of Color and the LGBTQ+ community. We actively work toward an anti-racist community that recognizes and aims to address the negative impacts of White supremacy.

### **Search Timeline (subject to change):**

- November 10--Begin interview process
- December 1--Offer extended
- On or around December 15--New hire starts position

Please email [jobs@outmetrowest.org](mailto:jobs@outmetrowest.org) with any questions!