Position Description: Senior Digital Communications Manager
Reports To: Director of Communications
Direct Reports: 1
Status: Full Time Exempt

ABOUT MEYER
One of the largest private funders in Oregon, Meyer Memorial Trust commits its position, resources and energies to dismantling barriers in equity and improving community conditions so that all Oregonians can reach their full potential.

Established in 1982 from the estate of grocery store founder Fred G. Meyer, Meyer Memorial Trust has awarded grants and program-related investments in excess of $930 million to more than 3,500 organizations. With current assets of approximately $1 billion, Meyer’s mission is to accelerate social, racial and economic justice for the collective well-being of Oregon’s lands and peoples.

Learn more at mmt.org.

POSITION SUMMARY
The Senior Digital Communications Manager adds breadth and capacity to a team that supports and guides communication strategy, thought leadership and brand awareness in partnership with foundation leaders, staff and grantees. They will oversee the development of a wide range of internal and external communications content in alignment with Meyer’s mission and strategic goals.

Reporting to the Director of Communications, the Senior Digital Communications Manager will work in close partnership with Meyer’s Program, Learning and Grant Operations teams to elevate narratives that inform and inspire our audiences. They will have the freedom and responsibility to innovate and craft data-driven stories that help drive progress and deepen impact. The successful candidate will have strong technical skills alongside deep storytelling instincts and ability and be able to carry work independently from concept to completion.

The role also requires exceptional collaborative, project management and problem solving skills with demonstrated experience successfully bridging across internal and external audiences, as well as earned and owned channels.

PRIMARY SCOPE
- Supports and partners with the Director of Communications and Communications Associate to ensure internal and external communication strategies and deliverables are in alignment with organizational and strategic goals.
Independently and flexibly manages multiple and overlapping complex projects with ability to incorporate emerging and evolving priorities in a dynamic environment. Works in deep collaboration with a wide range of internal stakeholders to deliver high-quality work within expected timeframes.

Manages, coaches and supports the Communication Associate with their scope of responsibilities, including thought partnership, guidance and hands-on support for social media, external newsletters, graphic design and metrics analysis.

Works with the Software Engineer, IT team and external partners as needed to troubleshoot website and intranet issues and requests.

Works collaboratively with internal teams and external partners to translate program, evaluation and other data and learning into accessible, highly visual content and collateral. Supports advocacy-related content, including creation of policy briefs, legislative testimony and other materials.

Ensures internal and external communications messages are consistent, mission and brand-aligned across the organization.

PREFERRED COMPETENCIES, SKILLS and EXPERIENCE

- 8+ years of experience
- Proven ability to lead and manage multiple communication projects across a variety of media channels. Ability to work under pressure with demanding deadlines.
- Project management and collaborative skills, with experience coordinating across teams/departments.
- Strong technical skills and proficiency with content management systems, social media platforms, graphic applications and other media-focused platforms and style guides. Experience with data visualization software like Tableau or Flourish is a plus.
- Strong writing, editing, proofreading and presentation skills with a keen eye for detail.
- Self-starter, able to work well as a member of a team, but also work independently with limited oversight.
- Past experience in one or more of the following sectors; nonprofit, advocacy, government or philanthropy, and an understanding of how the relationship between those sectors can empower and effect meaningful change for communities of color and other historically marginalized groups, including women, LGBTQIA2S+, and immigrants and refugees.

EQUITY

- Offer extensive lived experience and commitment to working in a diverse and inclusive work environment.
- Promote a positive workplace culture of collaboration, innovation and respect.
- Have excellent interpersonal skills and the ability to establish effective working relationships in a multicultural, multi-ethnic environment.

DESIRED CHARACTERISTICS AND VALUES:

- High emotional intelligence
- Personal integrity
- Learning orientation
● Collaborative team player
● Adaptable and flexible
● Highly organized

PHYSICAL DEMANDS/WORK ENVIRONMENT
Meyer Memorial Trust is committed to the principles of equal employment opportunity and compliance with all federal, state and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, Meyer ensures equal opportunity to all employees and applicants regardless of race; color; age; gender identity or expression; sexual orientation; religion; marital status; national origin or ancestry; citizenship; lawful alien status; physical, mental or medical disability; veteran status; or liability for service in the United States Armed Forces.

Transgender, gender non-conforming and gender non-binary job applicants, as well as applicants with disabilities and applicants with criminal record histories, are encouraged to apply.

While performing the duties of this job, the employee will:
● Engage in regular communication in person as well as through electronic means.
● Routinely use computer laptops, tablets, desk phones, photocopiers and monitors, including digital screens.
● Occasionally move up to 10 pounds.
● Work in a business setting of open cubicles with an estimated 45-60 decibel noise level.

The physical demands and work environment described are representative of those for an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TIME FRAME
We’re seeking to have the ideal candidate identified by September.

REWARDING BENEFITS:
We offer a comprehensive benefits package, including medical and dental plans, a flexible spending account (F.S.A.) or health savings account (H.S.A.), a generous 401(k) plan with employer match, vacation time, tuition reimbursement and transportation options for the active commuter.

COMPENSATION (commensurate with experience & budget)
Salary Range $88k - $132k

TO APPLY:
Interested candidates are invited to submit a cover letter describing interest in the position and a resume highlighting experience, competencies and qualifications that meet the position’s requirements. Submit application materials in Microsoft® Word (.docx, .doc), Adobe® PDF (.pdf), or plain text (.txt) to srdigitalcommsmgr@mmt.org.
APPLICATION DEADLINE:
Please forward application materials no later than 5:00 pm Pacific Standard Time, 
August 18, 2023.