



Communications Manager Job Description

September 2021

The Company

Resolve Philly is an unconventional journalism organization that challenges our industry to be more equitable, collaborative, and based in community voices and solutions. The organization was founded in 2018, by [Jean Friedman-Rudovsky](#) and [Cassie Haynes](#), having grown out of a 2017 [collaborative reporting project around reentry from prison](#), a critical issue facing Philadelphia. Thirteen local newsrooms came together to do solutions reporting on this central topic, producing more than 200 stories and spurring policy change. Resolve now has three programmatic initiatives—which all work in tandem with one another. We are rooted in Philadelphia, but the scope of our work is national and our sphere of influence is global.

The Role

The successful candidate is an experienced communicator and effective storyteller. You'll use these skills, plus your project management chops and digital savvy, to amplify Resolve Philly's initiatives, culture, vision, and mission. You'll provide direct support to the Social Media Coordinator and assist the organization and its staff in building Resolve's brand and its reputation as an industry leader, while ensuring its communication strategies align with the organization's overall goals and priorities. You'll guide a 2022 communications plan that keeps Resolve "locally rooted and nationally relevant," bringing an abundance of creative ideas for increasing the reach and deepening the impact of Resolve's communications.

What You'll Do

- Manage, propose, and develop content for [resolvephilly.org](#) website; the organization's Medium blog;
- Support Resolve's Social Media Coordinator, providing guidance and thought partnership on social media and newsletter content strategy and execution
- Prospect, research, and submit for industry awards
- Work with Co-Executive Directors and the rest of the team to pitch and enterprise earned media stories and support org-wide public relations efforts
- Develop and manage the distribution of a quarterly organizational update and an annual report
- Thought-partnership on other external public communications as necessary

Who You Are

- You understand the power of narratives and you are an incredibly compelling storyteller
- You likely have experience in the journalism industry and a strong PR background; you certainly understand the field and how a communications role fits into the growth and trajectory of a start-up journalism organization
- You are a lover of connections, you understand the importance of relationship-building, and you are a true strategic thinker
- You are excited about working with a mission-focused organization to build a stellar public profile that reflects the groundbreaking work it's doing
- You are an excellent communicator; seriously excellent

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- You are a highly collaborative self-starter - you love being a part of a team and you manage your own work and time well
- You're excited to support the growth of a fast-growing organization that functions much more like a start-up than a standard non-profit organization
- You're an excellent project manager and a leader with experience directly supporting communications team members
- You are deeply committed to racial, social, and economic justice; you approach your work with grace, humility, openness, and curiosity.

This position is full-time. The successful candidate will reside in the Philadelphia area. Resolve's team will return to our office in Old City when it's safe to do so, where we will resume a hybrid of office days and virtual work days. The salary for this position is \$70,000. Resolve offers full medical, dental, vision, and short-term disability benefits, in addition to employer-sponsored life-insurance, wellness and technology benefits, and unlimited paid time off. The ideal candidate is available to start in the late fall. Interested applicants: Please submit a letter about why this feels like the right job for you and resume via this link, by Sunday, October 31, 2021.

At Resolve Philly we are looking for people who are passionate about the work that we are doing and who are excited to bring their unique set of skills and experiences to the table. If you feel like you'd be a good fit but you're worried that your experience might not be exactly aligned with what we've posted in this job description, please consider applying anyway. We strongly encourage women, BIPOC individuals, returning citizens, LGBTQ+ folks, immigrants, and people with disabilities to apply. Research shows people with experiences and identities that are underrepresented in leadership roles often discount their own qualifications. We won't.