

Position: Director of Communications
Organization: Engineering for US All (e4usa)
Location: Hybrid

Hours: 20 hours per week, Part-time; may be combined with other e4usa part-time positions



About the Organization:

e4usa is an equal opportunity employer and is committed to creating a diverse and inclusive workplace. e4usa is a non-profit organization. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Job Summary:

The Director of Communications will lead and manage comprehensive communication initiatives, collaborating with internal and external stakeholders to ensure effective messaging and brand representation. This role involves crafting and executing communication strategies, maintaining positive relationships with various partners, and contributing to the overall success of our organization.

Key Responsibilities:

- Communicate the impact of e4usa to all partner groups.
- Track the effectiveness of communication campaigns and initiatives user metrics and analytics to identify areas for improvement.
- Stay informed of industry trends and opportunities, and recommend new programs or initiatives to support the organization's mission.
- Support efforts to secure new funding (e.g., state-level, foundations, corporations).
- Support the overall sustainability and scalability initiatives of e4usa.
- Develop and implement an integrated communications strategy that aligns with e4usa's mission and goals.
- Oversee the creation of compelling content across various platforms, including social media, newsletters, videos, press releases, and the e4usa website.
- Manage media relations and build relationships with key education and industry communication teams and journalists.
- Collaborate with the e4usa team to highlight success stories, program impacts, and key initiatives.
- Coordinate with marketing to ensure brand consistency and to support recruitment and promotional campaigns.
- Develop and manage internal communications to ensure staff are informed and engaged.
- Monitor and report on the effectiveness of communication strategies and adjust plans as needed.
- Represent e4usa at events, conferences, and media interviews.
- Travel as needed to conferences, workshops, convenings and other sites.
- Manage program budgets.

Qualifications:

- Bachelor's degree in related field, Master's degree preferred.
- 5+ years of experience in communications, fundraising, or related field.
- Strong leadership skills and experience managing and leading teams, while working collaboratively with others.
- Excellent interpersonal and communication skills, including the ability to negotiate and build relationships with internal teams and external partners.
- Proven ability to develop and implement successful, tactical communication plans.
- Strong time and project management skills, including the ability to manage multiple projects simultaneously and meet deadlines.
- Excellent presentation skills and ability to deliver compelling presentations to internal and external audiences.
- Proactive, thoughtful, and resourceful with a can-do attitude for tasks both big and small.
- Self-starting worker who learns quickly, takes ownership of tasks, is organized, and pays attention to the small details.
- Adapts to changing priorities and new situations with grace, ease, and efficiency.
- Takes pride in work, celebrates success, and has fun with a close-knit leadership team.
- Experience in non-profit organizations and familiarity with the education or youth development sector is a plus.
- Experience with Salesforce or similar Customer Relationship Manager (CRM) is a plus.

What we offer:

- A chance to be part of a groundbreaking initiative that is shaping the future of engineering education.
- A collaborative and supportive work environment.
- Competitive salary and benefits package.
- Opportunities for professional growth and development.

50% time salary range: \$35,000-45,000 annually. Your base pay will depend on your skills, qualifications, and experience.

Position available: Because of the nature of a start-up company, the position is one that will grow over time from part-time to full-time at an unknown pace.

Anticipated start date: The anticipated start date would be no earlier than February 1, 2024 and likely later than that. The position will be grant funded and we are awaiting the arrival of those funds.

All interested applicants should contact Executive Director Dr. Stacy Klein-Gardner at careers@e4usa.org. Please submit a statement of interest and your CV or resume. In your cover letter, please inform us about your desired start date and what percentage of your time you might wish to work with e4usa.