

**Manhattan Beach Education Foundation
Communications Manager
Job Description**

The Manhattan Beach Education Foundation is a community driven fundraising organization, which supplements state funding for programs that inspire learning, enrich teaching, and promote innovation and academic excellence in the public schools of Manhattan Beach. Since MBEF was founded in 1983, it has provided a means for parents to invest in superior public education for their children in the Manhattan Beach Unified School District.

Objective: Manage comprehensive communications efforts across all channels to increase awareness and donor support of MBEF's mission. Work collaboratively with design partner on overall image and promotion. Establish and maintain partnerships with MBEF donors including parents, PTAs and local/regional businesses. Coordinate events to share MBEF mission, including donor appreciation events and the Manhattan Wine Auction.

Full-time, in-person.

Reports to the Executive Director.

MBEF Communications

- Establish and coordinate the communication strategy for all development campaigns in partnership with the Executive Director and MBEF Board of Directors
- Content creation for email, website and social media that reinforces MBEF's mission and resonates with all stakeholders
- Write copy for all collateral material related to outreach, including promotional item, flyers, posters and all communication tools
- Develop comprehensive communication calendar for all MBEF initiatives to drive awareness and participation
- Partner with external graphic design partner to create all deliverables, including digital and print materials
- Direct MBEF's electronic newsletter and eBlasts, including coordinating and drafting content
- Develop, curate and manage engaging digital content for social media platforms, including FaceBook, Instagram and YouTube, to build brand awareness of MBEF mission and all campaigns
- Coordinate press outreach for all campaign and event announcements
- Represent MBEF at key events; publicly present MBEF material and mission

Development and Stewardship Event Support

- Oversee the work with design of digital and print materials related to the communication of all events
- Collaborate with external design partners to develop a visually appealing presentation of the events
- Work with the Development Director to assist with the event management
- Assist with direction of all volunteer committees to support event management
- Support the solicitation and recognition of sponsorships and donations

Qualifications:

- Bachelor's degree in a relevant field required (marketing or communications); graduate degree or certification valued
- 3+ non-profit experience in communications, community relations and/or marketing or related field
- Strong communication experience with proven track record with successful campaign development and management
- Proficiency in Microsoft Office, including Power Point and Excel
- Proficiency with Social Media platforms, including Facebook, Instagram and YouTube
- Extensive experience with graphic design programs, such as Adobe Suite products and Canva
- Experience with website development and management platforms, including WordPress
- Exceptional communication skills – written, verbal and oral – to engage stakeholders
- Keen eye for visual design and messaging that projects a positive, professional image
- Excellent organizational and time-management skills, as well as the ability to work independently
- Detail-oriented with a high-level of accuracy and efficiency
- Available to work on evenings and weekends for events and meetings
- Dedication to the MBEF mission of building enrichment opportunities in Manhattan Beach public schools

Competitive pay dependent upon experience.

Please submit your cover letter and resume to communications@mbef.org.

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