



**The Funders' Collaborative on Youth Organizing  
Communications Manager Job Description**  
Remote / U.S. based

**Position Summary**

The Funders' Collaborative on Youth Organizing (FCYO) seeks a highly-organized, passionate and multi-talented candidate with a commitment to supporting youth-led social justice to fill a Communications Manager position (CM). The CM will lead FCYO's growing communications strategy, helping to develop communications materials and implement a multi-faceted, narrative plan that centers the role young people of color play in social movements, and raises FCYO's profile as a leading supporter of the field. In addition to a strong background in communications strategy, the ideal candidate brings a strong analysis of social justice issues, knowledge of the youth and multigenerational organizing sector, some experience with philanthropy, exceptional writing skills, experience with administrative duties and the ability to thrive and succeed in a dynamic, fluid workplace environment.

FCYO is a remote organization. The CM can be based anywhere in the U.S. and will work directly with the Deputy Director, and will also work closely with other FCYO staff. Externally, the CM will work closely with contractors and some board members.

**About FCYO**

FCYO will mark its 20th anniversary in 2020 by reflecting on the work and impact over the last twenty years, celebrating milestones and achievements in youth organizing, and assessing the opportunities and challenges of the current moment to launch a bold new vision that centers the leadership of young people to radically transform society.

FCYO advances a strong and well resourced youth organizing field that is aligned around strategies for building power and supports young people to play leading roles in broad based alliances for a just and equitable society. We envision a society free from exploitation and oppression, in which communities support the full human development of all people based on principles of equity, democracy, and ecological stewardship. FCYO is driven to help the youth organizing field develop its leadership capacity for the powerful social movements required to actualize this vision. FCYO's work is focused across the following goals:

- Increase the capacity of youth organizing groups to build meaningful power and cultivate the strategic leadership and holistic development of young people.
- Connect broad cross-sections of youth organizing groups to share tools and lessons, increase alignment, and sharpen strategies for building power.
- Align and expand sustainable resources for young people on the forefront of organizing and movement building
- Build knowledge among funders, organizers, and the general public about the impact of youth organizing on broader movement building and individual youth development

**Responsibilities:**



*The Communications Manager will oversee a dynamic strategic communications plan aimed at raising awareness about the work of low-income young people of color and gender oppressed young people in social justice. This strategic narrative should be integrated throughout all of the main areas that the CM oversees:*

### **Communications (50%)**

Lead and implement FCYO's existing communications plan to engage target audiences and lead to measurable action. This will include gathering stories through interviews, creating narrative content, implementing digital projects, coordinating PR and media opportunities, managing FCYO's email list and social media, media research, writing blog and social media content, updating FCYO's website, managing the development, distribution, and maintenance of all print and electronic collateral including, but not limited to, email, newsletters, 1-pagers, reports etc., and using data and narratives to further FCYO's funder engagement goals.

### **Funder Organizing (15%)**

Support FCYO's funder advocacy strategy by using data and narrative to produce content such as journey stories, briefing documents, 1-pagers, and other materials that illustrate the impacts of youth organizing to new funders.

### **Research and Publication Management (20%)**

Coordinate research consultants for FCYO's 2020 National Youth Organizing Field Scan and Funder Scan to keep project moving and ensure that consultants' work is aligned with overall goals. Hire and oversee website and pdf design of reports.

### **Events (15%)**

Lead all communications needs for convenings, funder briefings and other events. This can include: creating outreach and marketing materials, outreach and distribution, event signage, event documentation and social media. Also attend and provide logistics support to FCYO events as needed.

### **Required Skills and Qualifications:**

- Minimum of 5 years of experience in social justice work with knowledge of the youth organizing landscape nationally, including experience with youth organizing groups.
- Experience in fields related to current program initiatives (community organizing, power building, electoral organizing, youth development, youth civic engagement, school wellness, and public health) strongly desired.
- Minimum of 3 years experience in strategic communications that includes strategic messaging and narrative work.
- Strong communication skills including excellent writing, editing and critical reading, preparing and delivering presentations, and strong oral communication skills; comfortable presenting information at meetings and conferences, and representing FCYO in the broader community.
- Experience in PR and engaging with the media desired.
- Graphic design and web development experience desired, particularly experience with Wordpress.



- Experience with digital communications writing and using social media in a professional capacity (Facebook, Twitter, Instagram).
- Strong social justice analysis and understanding of movement building strategy across multiple social justice issues.
- Strong skills with MS Office suite, including using basic financial management/accounting applications of Excel.
- Strong interpersonal skills with the ability to build relationships and communicate effectively and professionally with a diverse range of people.
- Outstanding creative thinking and problem-solving skills.
- Strong attention to detail, while working independently, managing multiple projects effectively.
- Ability to travel nationally up to 1-2 times a month
- Second language fluency a plus.

**Location:** Remote

**Job Type:** Full-Time, exempt.

**Start Date:** April 1 at the latest

**Compensation:** \$60,000-\$75,000 depending on experience.

FCYO is a project of and fiscally sponsored by Bend the Arc: A Jewish Partnership for Justice.

Bend the Arc offers a comprehensive benefits package including:

- Medical, dental and vision benefits fully paid for by Bend the Arc for individual coverage and generous employer contribution toward monthly premiums for dependent and family coverage;
- Long and short term disability benefits fully paid for by Bend the Arc;
- 401K with employer contribution after your first year;
- Paid time off for vacation, sick leave, holidays (up to 23 paid holidays in a year), Caregiving / Personal Leave of Absence, and Comp time;
- Adoption Assistance Program providing reimbursement of up to \$1,500 for qualified adoption expenses;
- Dependent Care Flexible Spending Account;
- Flexible Spending Account or Health Savings Account for eligible health related expenses
- Commuter Benefits;
- Employee Assistance Program;
- Life Insurance fully paid for by Bend the Arc

More information about FCYO can be found at [www.fcyo.org](http://www.fcyo.org).

*We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, record of arrest or conviction, or any other legally*



*protected status. Bend the Arc is an equal opportunity employer and encourages applications from women, people of color, persons with disabilities, and LGBTQIA individuals.*

*This job description is intended to convey information essential to understand the scope of the position. It is not intended to be an exhaustive list of skills, efforts, duties, or responsibilities associated with the position.*

**How to apply:**

Interested applicants should send a resume and cover letter by February 14, 2020 to Mónica Córdova, Deputy Director at [monica@fcyo.org](mailto:monica@fcyo.org). Please put "Communications Manager" in the subject line of your message. No phone calls please. **Applications will be accepted on a rolling basis through February 14, as the target start date for this position will be April 1 at the latest.**