

Marketing & Communications Manager

Description

Are you a tech-savvy storyteller? Do you have impeccable attention to detail and grammar and communication skills? Are you creative and forward thinking? Are you into collaboration? Do you thrive in fast-paced environments? If yes, then we want to hear from you!

The World Affairs Council of Dallas/Fort Worth offers an excellent opportunity for a creative Marketing & Communications Manager with 4+ years of experience in marketing. The Marketing & Communications department promotes membership, pursues followership and readership, and supports the Council's public speaker events and other programs through messaging and branding.

The candidate should be someone tuned into national and international current events. They will support the department director to ensure our Council team reaches goals, develop creative content with sound strategy, and maintain consistency in branding, while mindful of a nonprofit budget.

The applicant must be a creative self-starter, dependable, productive, and deadline-oriented, who thrives in a highly collaborative position. This role requires a skilled communicator who can write, ideate, and effectively communicate with our membership and other stakeholders across all media channels.

Responsibilities

- Originate and edit content for external channels, including website, weekly emails, e-newsletters, social media, and print and advertising collateral.
- Build weekly emails promoting events calendar and create regular analytics reports to support refinement of email strategy.
- Monitor website for ongoing updates and execute changes in CMS with HTML when needed.
- Manage social media accounts, establishing/maintaining a consistent approach to design and communication style.
- Collaborate with director on strategy and campaign concepts.
- Proof departmental communications for grammar, composition, and brand style guidelines.
- Manage interns.
- Attend Council events, assisting with photography as needed.

Required Skills & Experience

- Bachelor's degree required; preference given to majors in journalism/marketing or international affairs. Solid knowledge and interest in geopolitical trends and issues are required, along with knowledge about current events and national and international key players.
- Outstanding oral and written communication skills with excellent interpersonal, presentation, and negotiation skills.
- Experience arranging meeting logistics or negotiating vendor contracts is preferred.
- Desirable candidates will be highly collaborative, organized, and detail-oriented. They should be adaptive and comfortable navigating the unknown, as well as be solutions-oriented and able to complete multiple projects concurrently while balancing competing priorities and always meeting deadlines. A proactive mindset is essential.
- A commitment to delivering excellent internal and external customer service is required.
- MS Office, Adobe, social media, and WordPress proficiency is required; experience with customer database management system Raiser's Edge and NetCommunity content management system is an advantage.

To apply, email your resume and a cover letter to Martha Powell, Chief of Staff, at resumes@dfworld.org.

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Learn more about us at dfworld.org. We are a dynamic nonprofit, nonpartisan organization that brings international awareness and cross-cultural understanding to the North Texas community and presents distinguished international figures year-round for in-depth interpretation of global events. We have more than 3,000 members. The Council is located in downtown Dallas and offers an excellent benefit package that includes health insurance, a 401(k) plan, and paid parking.

We are passionate about building and sustaining an inclusive and equitable working and learning environment for all staff. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.