Position Description

NVF Project Name: Next Century Cities (NCC)
Position: Communications Manager/Director
Location: Washington, DC
Status: Full-Time
Overtime Status: Exempt

Position Summary

Broadband access has become an integral facet of today’s society. High speed connectivity allows cities to attract new businesses, improve educational outcomes, deploy telehealth initiatives, and connect residents to other digital opportunities. Still, many communities across the U.S. are struggling to find connectivity solutions.

Next Century Cities is committed to helping local government officials provide high-speed, affordable, and accessible broadband to all residents. The full-time Communications Manager/Director will lead NCC’s communications portfolio, elevating NCC and its member municipalities’ work towards ubiquitous broadband access.

Essential Responsibilities and Tasks:

- Oversees NCC’s communications and public outreach, developing key messages, analyzing audience response rates, and evaluating participation goals
- Drafts articles, blog posts, one/two-page summaries, and social media content to showcase the work of NCC and its member municipalities
- Drafts bi-weekly newsletters for members and monthly newsletters for the general public
- Manages NCC’s website and social media platforms including Twitter, Facebook, and LinkedIn accounts
- Creates an annual report on organizational accomplishments and releases it by the first month of the following year
- Develops, posts, and promotes website content that features NCC initiatives and accomplishments
- Maintains relationships with press and other communications outlets, creating new pathways for local officials to weigh-in on public policy discussions
- Continually works to improve NCC’s brand and consistent messaging

Required Education, Experience, Knowledge, Skills, and Ability:

- Graduated from an accredited university
- Ability to develop press materials, social media campaigns, and social media graphics
- Strong research and writing skills
- High proficiency with Constant Contacts, Word Press, Twitter, Facebook, LinkedIn, and Instagram
- High comfort level with Google Suite and Microsoft Office

**Valued and Non-Essential Education, Experience, Knowledge, Skills, and Ability:**
- Experience pitching op-eds to media outlets
- Ability to translate telecommunications, technology, or public policy issues into language for public consumption
- Work experience with a political, telecommunications, non-profit, or public interest group is preferred, but not required

**Attributes:**
- Exceptional communicator with a strong work ethic
- Extremely well organized, detail-oriented, and analytical
- Ability to work independently and as a member of a team

**New Venture Fund Careers:**
Next Century Cities is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF’s work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

**How to Apply?**
Submit a resume, cover letter with salary requirements, a writing sample, and a website or social media sample to info@nextcenturycities.org.