



Communications Manager

The Brookline Center for Community Mental Health works to build a community where the mental health and wellbeing of everyone matters. We expand access to outstanding, affordable mental health care and social services to children and adults in Brookline and neighboring communities, and deliver innovative programs through partnerships with schools, hospitals, and other agencies in Brookline and statewide.

The Communications Manager wears many hats: content creator, social media strategist, website developer, internal consultant, and project manager. Working closely with the Chief Development Officer and collaborating frequently with development team and other Center staff, the Communications Manager plays an integral role in advancing the Center's development and outreach efforts.

We are actively interested in ensuring that The Brookline Center for Community Mental Health represents a range of experiences and backgrounds. Qualified candidates with diverse racial, cultural, multilingual, religious, class, and/or gender background, and experiences are strongly encouraged to apply.

Communications Manager Key Responsibilities:

- Plan, manage, and execute a year-round donor-facing communications plan that supports the philanthropic goals of The Brookline Center
- Design and disseminate campaign communication that compellingly articulate The Brookline Center's mission, work, and impact
- Oversee storytelling and content collection for all communications efforts
- Manage the Center's day to day communications (internal, social media, email blasts, website)
- Drive the creation of all print and electronic communications assets (annual report, special reports, one-pagers, press releases, decks)
- Provide communications support to a variety of teams at the Center, including clinical program marketing needs
- Follow, leverage, and expand the Center's engagement in local and regional news and conversations about mental health, care access, and policy
- Explore communications opportunities to engage and strengthen relationships with community stakeholders, partners, and influencers
- Strengthen and expand the Center's social media presence, including use of social media advertising and tracking/social listening efforts
- Manage communications deliverables and event branding for two to three major annual events
- Advance the Center's brand identity, through staff/board training and support, ensuring consistency across all channels
- Manage relationships and successfully collaborate with designers, developers, freelancer writers, printers, photographers, and other vendors/consultants

- Identify and create opportunities to develop new ideas, strategies, or areas of improvement to strengthen the development team and overall work at the Center

What you bring to the role:

- Understanding of and enthusiasm for The Brookline Center mission
- 3 to 5 years of marketing/communications experience, ideally as part of a nonprofit/development team
- Demonstrated ability to drive multiple projects simultaneously and effectively manage deadlines
- Outstanding writing ability, creativity, and attention to detail
- A strong visual eye and comfort with online design tools
- Experience developing and executing short- and long-term communications strategies
- Skill using social media to advance a cause
- Ability to analyze and use data to drive communications decisions
- Proficiency with social media platforms, WordPress, Constant Contact, MSOffice, Google Apps
- Professional and engaging personal style; adept at relationship-building and comfortable interacting with a range of stakeholders
- Collaborative work style, with leadership capability
- Desire to work in a multi-faceted role in a fast-paced environment with a great team of colleagues during a critical moment
- Bilingual abilities highly desirable

Benefits

The Brookline Center offers a supportive and stimulating work environment; professional growth opportunities; and a comprehensive benefits package that includes employer paid medical and dental insurance, pre-tax savings and retirement plans, and generous paid time off.

Job Type: Full-time

Equal employment opportunity

The Brookline Center is an equal opportunity employer, committed to workplace diversity. 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.