

Communications Manager

Job Posting

Asset Funders Network (AFN) is a growing national membership organization with a strong point of view actively engaging philanthropy to advance equitable economic justice, opportunity, and security.

AFN is seeking a creative, digital-forward Communications Manager to support our expanding communications portfolio. This individual will help develop and manage a growing content management system to streamline planning and production; create a sophisticated, integrated LinkedIn engagement strategy to elevate AFN's programming and thought leadership; and design compelling graphics and content to support digital campaigns, monthly newsletter, and in-person events.

Reporting directly to the Strategic Communications Director, the Communications Manager will produce high-quality digital materials, strengthen cross-platform visibility, and ensure clear, effective internal and external communications. This individual will collaborate closely with the Strategic Communications Director, in partnership with the Membership team.

The ideal candidate has a proactive mindset, sharp eye for design, exceptional writing and editing skills, and a deep understanding of how to engage audiences across platforms.

Deliverables and Services

Under contract, the Communications Manager will work closely with the Strategic Communications Director supporting the regional and national communication goals.

Content Planning and Management

- Develops, organizes, and manages AFN's growing content workflow system—including planning tools like Loomly—to ensure clear tracking, scheduling, and coordination across digital content, campaigns, and newsletters in partnership with the Strategic Communications Director.
- Maintains content pipelines and calendars that align national, regional, and network-wide priorities.
- Proactively collaborates with internal stakeholders to gather upcoming content needs, deadlines, and programming highlights.
- Tracks content performance and provides regular insights to inform strategy, timing, and continuous improvement across platforms, working closely with the Membership team.

Advanced LinkedIn Strategy and Integrated Engagement

- Creates and executes a coordinated, high-impact LinkedIn engagement strategy that elevates AFN's thought leadership and expands visibility among members, partners, funders, and practitioners.
- Designs and manages integrated cross-promotion and repost strategies across AFN's programming, publications, chapters, and national initiatives.
- Monitors AFN's LinkedIn presence regularly to identify engagement opportunities, optimize timing, and amplify staff, member, and partner content.
- Writes, schedules, and optimizes compelling LinkedIn content; leverages tagging, partner amplification, and audience insights to drive engagement and expand reach.
- Identifies trends and opportunities to strategically position AFN in the broader philanthropic and economic justice conversation.

Content Creation & Design

- Designs visually appealing materials, including newsletters, LinkedIn posts, one-pagers, fact sheets, and event collateral using advanced Canva features and templates
- Uses modern content-generation tools to create modular templates, repurpose assets, and streamline content production.
- Produces clear, polished copy for digital platforms, including social posts, newsletters, short-form updates and other communications.
- Proposes innovative ideas for future marketing messaging and campaigns, including paid ad campaigns, animation and video-based content.
- Manages the monthly newsletter, The Bulletin: develops content, compiles article submissions, produces layouts, edits for clarity and accuracy, coordinates internal reviews, and ensures timely distribution
- Ensures all content aligns with brand standards and strategies, maintaining a consistent and polished visual identity

Proofreading & Editing

- Edits and proofreads blogs, e-blasts, and small reports, adhering to the Chicago Manual of Style and ensuring professional-quality outputs

Event Planning Support

- Assists with event planning tasks, including creating promotional materials, preparing presentations, developing graphics for print assets, and managing post-event communications.

The above responsibilities are a general description of the level and nature of the work assigned to this classification and are not to be considered all-inclusive.

Skills and Qualifications

Essential Knowledge, Skills and Experience

- Bachelor's degree in Journalism, English, Marketing or related field
- 5 - 7 years of experience in digital marketing, content strategy, or nonprofit/philanthropy communications
- Has demonstrated outstanding written, communication, and editing skills
- Strong advanced Canva skills; comfort building templates and multi-asset campaigns
- Hands-on experience with MS Office and web analytics
- Proven experience managing LinkedIn as a primary digital communications channel for an organization
- Familiarity with digital content planning tools and analytics

The Most Successful Candidate:

- Has demonstrated experience and growing knowledge of creating and managing AI templates for maximum efficiency and brand-aligned content creation
- Is an over-communicator given the remote nature of the work and is comfortable flagging priority changes to key stakeholders
- Feels at ease working remotely with team members across multiple time zones
- Is highly organized and excels at time-management that can juggle multiple, time-pressing tasks in expert fashion
- Is comfortable proposing creative and innovative solutions to problems

Location for Work

The Communications Manager would work remotely from their home or leveraged office space with the ability to work with staff across the four time zones in the continental United States.

Compensation

This is a contract for services estimated to be performed in 60 hours per month over the 12 month contract term, not to exceed a total contract value of \$45,000 - \$50,000. Given the deliverables, some months will have greater or fewer hourly requirements to meet deadlines or perform the required work.

There is potential for this position to grow in hours and compensation over time, particularly as funded initiatives and deliverables are undertaken. Should the expectation become that the hours will increase because other projects or funded deliverables are agreed to by the parties, they will be reflected in an amendment to the contract and to the agreed monthly rate.

Term

January 5, 2026 - December 31, 2026. Initial Trial Term. Renewable annually upon performance and dependent on continued funding. At least 70% of job functions must be completed during regular business hours.

Maximum hours of work

This consultant contract for services is estimated to average 60 hours per month anticipating that some months will have greater or lesser hourly requirements to meet deadlines or perform the required work.

About AFN

The Asset Funders Network (AFN) is:

- the leading national non-profit membership organization engaging philanthropy (public, private, financial institutions, non-profit and corporate) to advance equitable wealth building and economic mobility.
- a membership organization for funders and financial institutions. To achieve its mission, AFN informs, fosters connections across networks, influences grant giving strategy, and builds momentum for system change.
- committed to advancing diversity, equity, and inclusion internally and externally.
- committed to achieving the vision of economic justice and prosperity for all, recognizing it is a long term multi-generational effort.
- staffed by committed, collaborative and experienced professionals located across the country to advance the AFN mission.

How to Apply

Interested candidates should submit their resume and a statement of interest via our [application portal](https://forms.gle/icZAW97KRUHfaj8NA) (<https://forms.gle/icZAW97KRUHfaj8NA>). If you face any issues in submitting your application, feel free to reach out to us via email at employment@assetfunders.org making sure to reference the position title in the subject line of email. Candidates will be reviewed on a rolling basis until the position is filled.