

## Communications Specialist

### *Job Posting*

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

The Asset Funders Network is seeking to contract a dynamic and creative Communications Specialist to join our team, bringing a strong focus on creating compelling LinkedIn content, developing eye-catching social media posts, and managing engaging newsletters to enhance our organization's brand presence and audience engagement. This role is pivotal in ensuring effective internal and external communications, producing high-quality digital and print materials, and crafting impactful social media strategies. 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 Specialist will work closely with the Strategic Communications Director supporting the regional and national communication goals.

### **Content Creation & Design**

- Develops and designs visually appealing materials, including newsletters, social media posts, reports, and event collateral using Canva and other graphic design tools.
- Produces, curates and manages engaging LinkedIn content to enhance the company's online presence and professional network visibility.
- Ensures all content aligns with brand standards and strategies, maintaining a consistent and polished visual identity.

### **Newsletter & Editorial 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.
- Contributes to the editorial content plan and maintains the social media content calendar.

### **Social Media & Digital Presence**

- Monitors social media platforms, particularly LinkedIn, to identify opportunities for engagement and content sharing.
- Writes and designs posts for social media and e-blasts, ensuring relevance and audience appeal.

- Collaborates with the Tech Team to manage and update website content.

### **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, coordinating event logistics, and managing post-event communications.

### **Data Analysis & Strategy**

- Analyzes readership and platform data to assess content performance and refine strategies to increase user engagement and reach.
- Proposes innovative ideas for future marketing messaging and campaigns.

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 writing, editing, publication coordination, and events management
- Hands-on experience with MS Office and web analytics
- Proficient in LinkedIn and content management scheduling systems

### **The Most Successful Candidate:**

- 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
- Has demonstrated outstanding written, communication, and editing skills
- 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 Specialist 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 11 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

February 2, 2025 - December 31, 2025. 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 that engages philanthropy (public, private, financial institutions, non-profit and corporate) to advance equitable wealth building and economic mobility.
- a membership organization for funders. 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.
- 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](#). If you face any issues in submitting your application, feel free to reach out to us via email at [employment@assetfunders.org](mailto: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.