

Communications Manager

A Communications Manager at Neimand Collaborative provides valuable contributions and leadership as a key part of our team and through direct client relationships, including leading project management, developing new proposals and ensuring quality support to meet client needs. A successful Communications Manager is someone who gets deeply immersed in content, understands its strategic application and can work with others to move big ideas into fully realized concepts and materials. This position requires a minimum of a Bachelor's Degree and three to five years of experience in communications, marketing, public affairs or related field. We are a social impact marketing firm with a deep commitment to improving the lives of individuals and communities through work in the public and private sectors.

Necessary individual skills include:

- Strategic writing
- Flexibility and ability to shift gears quickly
- Client-first mindset
- Willingness to take initiative
- Appreciation for research-driven strategy and creative development
- Excellent verbal and written communication
- Ability to work collaboratively with colleagues and clients in a fast-paced environment
- Proof reading and editing

Job Responsibilities

- **Relationship management across a wide variety of clients and partners across subject matters and disciplines.** Develop client and partner relationships during the planning, development and execution of projects. Manage scheduling, workflow and production, internally and externally. Demonstrate a clear understanding of client needs, content and account strategy and effectively support and manage team members in delivering high-quality products.
- **Brand and campaign strategy implementation.** Work with the strategic team to develop campaigns and independently lead project teams consisting of graphic designers, market researchers, copywriters, web developers, videographers and media buyers. This includes reviewing existing research and content, summarizing and providing a strategic analysis that helps the team focus and move forward with creative solutions.
- **Project management as a core responsibility.** We consider project management as an integral part of the creative process. Manage day-to-day activities with effective project management to ensure that client deliverables, budgets and timelines are met. Candidates can expect to work across

five to seven client accounts at any given time.

- **Content development and strategic writing.** Working with the team to develop and produce key communications materials (presentations, positioning documents, messaging materials, web copy and social media content for a wide variety of clients and issues).
- **Ownership over quality control.** Edit, proofread, fact-check and coordinate production of a variety of communications materials. Ensure that communications are accurate, clear and complete; ensure that they are correct regarding spelling, grammar and punctuation; and ensure that they maintain a consistent tone and voice, aligned with relevant research and project-specific style.
- **Pitching in.** Assist with miscellaneous administrative and office duties as needed, i.e., coordinating travel, tracking expenses, scheduling meetings.

We offer:

- Competitive salary and benefits
- Health, dental, and vision insurance
- Medical and dependent care flexible spending account
- 401K
- Federal holidays and vacation

To apply, please email the following items to jobs@neimandcollaborative.com. Applicants will not be considered unless all three components are submitted.

- Resume
- Cover letter
- Salary requirements

Equal Opportunity Employer