

About Neighborhood Trust

Neighborhood Trust is a national nonprofit social enterprise and marketplace innovator creating solutions to better meet the financial needs of low wage workers. Our solutions are designed to create high-impact, systemic change by directly serving both individuals and institutions. We help workers eliminate and avoid debt, which enables them to build savings, escape the vicious cycle of living paycheck to paycheck and assert control over their financial lives. For over 25 years, we've worked side by side with workers, collected vast data and qualitative insights about the financial challenges they face, and built strategic partnerships across the financial services ecosystem.

Our work is grounded in our understanding that our economy was founded on and has grown through racist policies and institutions, which have depleted the wealth and the economic mobility of people of color. Therefore, we serve our clients cognizant of the structural inequities that are their reality today and that live within their personal histories. This lens informs all our efforts, from our direct services to the way we share insights with peers, policymakers and the market.

Position Details

The Communications Manager will manage and drive external communications efforts across Neighborhood Trust, including media relations, thought leadership, donor engagement and social media marketing, as well as contribute to general communications needs across the organization. This position will own Neighborhood Trust's brand strategy, ensuring adherence and consistency of this strategy across communication channels and content. The Communications Manager will work closely with the CEO, Chief of Staff, External Relations team and Directors across the organization.

While periodic travel will be required to our headquarters in New York City, this position can be performed remotely and candidates located anywhere in the U.S. are encouraged to apply.

Principal Responsibilities

- Manage Neighborhood Trust's messaging and copy content; ensure that every communication embodies our brand, values, and commitment to equity through its voice
- Create consistent and cohesive brand voice across external communications materials, including collateral, presentations, press releases, events, and digital properties
- Develop compelling content to increase donor engagement and brand visibility as it pertains to media, website, press releases, donor collateral, presentations, and more

- Develop and manage activation of an editorial calendar, coordinating with internal team to assign responsibilities for content development
- Manage Neighborhood Trust's social media accounts
- Stay informed on current trends within financial wellness benefits, financial justice, and other relevant fields
- Research and prioritize thought leadership opportunities for CEO and other Neighborhood Trust leaders, including media and speaking engagements
- Work with external vendors/agencies to support communications efforts

Skills and Requirements

- Alignment with [core organizational values](#)
- 2+ years of communications or public relations experience
- Excellent written and verbal communications skills
- Exceptional storyteller
- Experience with media database management/listings placement, story monitoring and reporting results, and working with integrated online and social media campaigns, is preferred
- Demonstrated research skills, strong attention to detail
- Proven experience planning and organizing workflow; excellent organizational and time management skills; ability to manage multiple workstreams and tasks simultaneously
- A natural collaborator who proactively engages colleagues and stakeholders, and who confidently and clearly explains communications ideas and themes
- Creative thinker that can bring to life messages, ideas, and programs in new ways that resonate with a variety of external audiences
- Digitally savvy with strong knowledge and past use of social media platforms
- Proficiency in Google Workspace, Microsoft Office Suite, and Pardot by Salesforce, preferred

Compensation and Benefits Package

- \$70,000 starting/base salary
- 100% employer-paid medical, dental and vision premiums for employees (savings of \$6K - \$10K per year)
- Eligible for 401(k) participation immediately, with up to a \$1K per year in employer match, vested immediately
- 12 weeks paid family leave for full-time employees, with schedule flexibility upon return to work for eligible employees
- Generous paid time off per year - 12 paid holidays, 15 vacation days (grows with tenure), 6 personal/sick leave days, 1 civic engagement day

How To Apply

Please send resume and cover letter to hr@neighborhoodtrust.org with the subject line "Communications Manager".

Neighborhood Trust Employment

We are committed to building a diverse and inclusive workplace that reflects the diversity of our clients. We especially seek applicants with lived experiences of financial hardship or systemic exclusion. Staff from all backgrounds can contribute meaningfully to our mission, and we recognize that those who come from the communities we serve have a uniquely powerful perspective.

Neighborhood Trust is an equal opportunity employer and we are committed to equal employment opportunity in all decisions related to employment, promotion, wages, benefits and all other privileges, terms and conditions of employment.