



Communications and Programs Manager – America Succeeds

Location: Denver, Colorado

Background

America Succeeds is a national non-profit, policy and advocacy organization representing business leaders committed to ensuring that our nation’s public education system prepares every student to succeed in a competitive global economy. America Succeeds is developing a network of independent, state-based, non-partisan, business-led organizations that offer an informed and credible “business voice for education reform” in their respective states. Our network includes affiliates in Colorado, Idaho, Oklahoma, Arkansas, and North Carolina with aggressive expansion plans. We believe that *“great schools are good business”*.

This is difficult but rewarding work, and we are seeking to build our team with a dynamic candidate who shares our core values: 1) Work hard. Play hard. Change the world. 2) Be bold. 3) Act like an owner. 4) Be a great problem solver. 5) We mean business.

Roles & Responsibilities

The Communications and Programs Manager is responsible for developing and implementing strategies and tactics to support America Succeeds’ communications, branding, and program initiatives. The successful candidate will work closely with the rest of our small team to elevate America Succeeds as the premier voice for business advocacy in education reform and take an entrepreneurial approach to identifying and executing collaborative solutions to broaden our reach and impact with business leaders and partners nationally.

The role includes, but is not limited to, doing the following:

- Lead the planning and execution of a national tour of town hall-style events centered around our recently released The Age of Agility report in conjunction with national and local partners;
- Write original content for a variety of formats, media, platforms, and audiences;
- Manage America Succeeds’ social media profile and content, including Facebook and Twitter, develop creative social media campaigns, and monitor partner and affiliate social media;
- Develop original content and curate partner submissions for our online blog;
- Manage communications-related contracted vendors and services;
- Design graphics content and ensure consistent branding across America Succeeds’ products and platforms; and
- Plan and implement event programming and business engagement opportunities for America Succeeds, affiliates, and strategic partners, as necessary.

This position requires some travel – approximately 1 overnight trip per month.

Qualifications

We are seeking a rising, task-oriented doer with experience working with diverse stakeholders. The successful candidate will identify and capitalize on opportunities, translate problems into practical solutions, and be driven by a vision of an education system that prepares every student to succeed in a competitive global economy. To achieve this, candidates will have a minimum of 3 years of work experience and knowledge of education policy/advocacy or the business community, as well as some combination of the following:

- **Communications experience** – Must have demonstrated understanding of communications tools and strategies and experience deploying those to deliver messaging aligned with a mission and brand; solid social media management skills; and excellent writing and editing skills
- **Event-planning and project-management experience** – Demonstrates excellent project management skills and the ability to track progress against milestones and delegate tasks as needed across a team to deliver on time; and experience planning and executing events for diverse audiences and putting together creative and engaging programming based on both short- and long-term objectives
- **Solutions-oriented, problem-solving orientation** – Requires strong critical-thinking ability; comfort working through problems with limited support; and ability to engage multiple constituencies and craft solutions that ‘thread the needle’ when needed
- **Relationship-management experience** – Acts as a diplomatic team-player with experience navigating imperfect communications challenges, political issues, and competing needs
- **Proven track record of exceeding goals and a bottom-line orientation** – Demonstrated ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; ability to balance the delivery of programs against the realities of a budget; and creative resourcefulness
- **Enthusiasm for challenges** – Enjoys working hard and looking for challenges; able to act and react as necessary, even when limited information is available; not afraid to take charge of a situation; can make recommendations, even when unpopular

Compensation

This is an outstanding opportunity for a highly motivated professional looking to make an impact in the evolution of a fast-growing, highly respected organization. We are seeking an individual of outstanding quality with high growth potential. America Succeeds is prepared to offer a very attractive compensation package, including a generous commitment to a healthy work/life balance and health, retirement, and vacation benefits.

To Apply

We review applications on a rolling basis – so it is advantageous to apply as soon as possible. We will not consider applications without a cover letter tailored to this position, which can be addressed to the Executive Committee and sent to icole@americasucceeds.org.

America Succeeds is committed to fostering and capitalizing on the diversity of our organization. We are an equal opportunity employer and seek individuals of all ethnic and racial backgrounds to apply to this position. If you would like to learn more about our mission, please visit our website at www.americasucceeds.org.