



Comms-Digital Manager

Position Description

The 1000 Friends of Wisconsin (1KF) Comms-Digital Manager will create, compile, and connect communications throughout all 1KF platforms (email, website, socials, e-news, physical copy, CRM, in-person, etc.) as part of our statewide housing campaign. This work aims to increase housing affordability and options, while also reducing carbon emissions and improving active transportation and transit access. Just as with all 1KF work, environmental justice is at the forefront with outcomes of respecting & protecting our ecosystems.

Primary Responsibilities:

- Develop & manage communications and messaging on behalf of 1KF.
- Create various graphics/branding - campaigns, programs, media, websites, and socials.
- Create various copy (press releases, blurbs, blogs, e-news, web news, etc.).
- Review & edit other staff copy.
- Assist with technical solutions to communications/media issues.
- Attend conferences, summits, & events for professional development and networking, with opportunities to present.

Required Qualifications:

- Bachelor's degree in communications, marketing, graphic design, web dev, or other related field
- Strong written & verbal communication skills
- Demonstrate understanding of and commitment to the mission of 1KF

Preferred Qualifications:

- Master's degree in communications, marketing, graphic design, web dev, or other related field
- Experience advocating for change at the local, regional, or state level
- Project management experience

Appointment, Salary Range, & Benefits:

- 2-year appointment minimum with intent to renew
- \$58,000 - \$64,000 per year starting salary - based on experience and qualifications
- 13 paid holidays per year

- Paid annual leave accrues as follows: Years 1-3: two weeks annual leave/year; Years 4-6: three weeks annual leave/year; Years 7+: four weeks annual leave/year
- Paid sick leave accrued at the rate of 6 hours per month
- Participation in our established 401 (k) pension plan after six (6) months of employment, with 1KF matching up to 3.5% of an employee's personal contributions

Work Conditions:

Highly flexible working conditions and family friendly. Work full-time (35 hours per week, salaried) and remotely, Monday to Friday (and occasional evening and weekend work); ability to provide one's own transportation for attending in-person work locally. Rental car and/or train tickets provided for statewide travel.

How to Apply:

If you are interested in being considered for this exciting opportunity and can demonstrate the required abilities and knowledge, please submit your resume and cover letter to:

Trevor Roark, Executive Director: trevor@1kfriends.org

Subject line: "Comms-Digital Manager"

*Please email any/all questions to Trevor Roark.

Applications will be reviewed as received with the goal of identifying an outstanding candidate by late Dec. The expected start date for the position is as soon as possible.

1000 Friends of Wisconsin is a 501(c)3 non-profit and Equal Opportunity Employer. We encourage candidates of all races, ethnicities, gender identities, and backgrounds to apply.

For 1000 Friends history and current programming please visit our websites:

www.1kfriends.org

www.rethink794.com

www.activewisconsin.org

www.togetherforhomes.org

www.madisonformorehomes.com