



Manager of Communications

BES is a national nonprofit organization that identifies and prepares excellent leaders to transform education in their communities. Over more than two decades, BES has prepared leaders to found 200+ schools in 50 cities across 20 states and Washington DC, educating 63,000+ students – of whom 82 percent qualify for free/reduced lunch, and 94 percent identify as students of color. In all, BES has trained more than 2,700 leaders to found, lead, and grow schools through its leadership development offerings.

The BES Manager of Communications is responsible for implementing the organization's external communications efforts to broaden our reach and market our programs and services. This position will report to the Chief of Staff.

Key Responsibilities:

- Execute on a communications plan to broaden awareness of, and drive enrollment in, BES programs and services
- Manage the writing, design, and production processes for marketing materials
- Craft meaningful, topical, and engaging content for the BES blog, newsletters, and social media that aligns with and furthers the BES brand
- Draft remarks and presentations for the BES CEO
- Update and maintain the BES website
- Track all communications activity through a CRM and social media analytics, and use data to inform effective practices
- Manage BES's partnership with an external public relations firm

Required Skills, Experiences, and Competencies:

- At least 1-2 years of related work experience required; experience working remotely and familiarity with education issues preferred
- Able to juggle multiple projects simultaneously
- Demonstrated strong attention to detail
- A strong writer and copy editor
- An eye for layout and design
- History of taking action to improve diversity, equity, and inclusion in an organization
- Flexible, adaptable, and able to reflect and iterate on an ongoing basis
- Alignment with [BES team values](#)
- Strong technical skills with platforms such as Adobe Creative Suite (Illustrator, InDesign, Photoshop, PremierePro), marketing email applications (such as MailChimp or Constant Contact), Wordpress, and Google Suite.

This role is fully remote and can be based anywhere in the nation, with minimal travel expected. Rarely, evening or weekend work could be required.

Compensation:

BES offers a competitive salary and benefits package, which includes medical and dental coverage, a 401(k) contribution match, paid time off, paid parental leave, and the ability to work remotely.

The 2022-23 salary range for the *Manager* position grade at BES is:

- Starting minimum: \$59,569
- Starting maximum: \$67,575
- Ceiling: \$81,808