

Communications Manager (Part-time, hybrid) Nantucket Resource Partnership (NRP)

Location: Hybrid, Nantucket based

About Us: The Nantucket Resource Partnership (NRP) is a food-security nonprofit that ensures every Nantucket resident has consistent access to nutritious food. By collaborating with local food programs, referral partners, and donors, NRP supports a network of food resources, utilizing an integrated system that meets the island's needs while fostering community resilience.

Position Summary: The Communications Manager will play a key role in shaping NRP's public presence and fostering community engagement. This part-time, hybrid position requires a creative, strategic communicator who is passionate about building awareness and support for NRP's mission. The Communications Manager will work closely with the NRP Director and Development team to design and execute communication strategies that drive fundraising, volunteer engagement, and community outreach.

Key Responsibilities:

Communications Strategy and Content Creation

- Implement and inform NRP's comprehensive communications plan to increase awareness of NRP's mission and programs.
- Create compelling content for various channels, including newsletters, social media, press releases, and the NRP website.
- Maintain a consistent brand voice across all communication platforms.
- Collaborate with the Development team to craft donor stewardship materials such as thank-you notes and impact reports.

Digital Marketing and Social Media

- Manage and grow NRP's social media presence, including content scheduling, posting, and community engagement.
- Analyze performance metrics and adjust strategies to optimize reach and engagement.
- Design visual assets using tools like Canva to support campaigns and outreach.

Community Engagement and Outreach

- Plan and coordinate community outreach efforts, including events, partnerships, and collaborations.

Support for Fundraising and Development

- Assist in creating fundraising campaign materials and implementing donor communication strategies.
- Collaborate on storytelling initiatives to highlight the impact of NRP's work.
- Support grant-writing efforts with research, tracking, and the development of promotional materials.

Internal Communications and Team Coordination

- Manage internal communication tools to ensure alignment among team members and volunteers.
- Provide logistical support for events and meetings, including preparing agendas and tracking action items.
- Document communication workflows and best practices to support organizational growth.

Qualifications:

- Exceptional written and verbal communication skills, with the ability to tailor messaging to diverse audiences.
- Proficiency in social media management tools, email marketing platforms, and design software (e.g., Canva, Mailchimp, Google Suite).
- Strong organizational skills and the ability to manage multiple projects simultaneously.
- Experience in public relations, marketing, or communications (nonprofit experience preferred).
- Knowledge of Nantucket's community and a commitment to its well-being.
- A positive, team-oriented attitude with the ability to work independently and adapt to a startup environment.
- Preferable: Year-round Nantucket resident with the ability to attend weekly in-person meetings.

What You'll Gain:

- Experience supporting nonprofit development and fundraising operations.
- Opportunities to collaborate closely with an energetic and committed fundraising team.
- The chance to directly contribute to a vital cause that improves lives on Nantucket.

How to Apply:

If you're excited to join our team, please email a resume, references, a brief introduction, and relevant experience to meg@thenrp.org. **Join us in creating a food-secure Nantucket!**