



**Title: Marketing & Communications Manager**

Location: 1111 North Maple Road, Ann Arbor, MI with flexibility to work remotely, on as needed basis

Pay Rate: \$45,000-\$55,000 depending on qualifications and professional experience

Status: Exempt / Salaried

Hours: 30 hours / week, with occasional evenings and weekends for Peace events

Reports to: Chief Development Officer

Founded in 1971, Peace Neighborhood Center is a community-supported organization with a 53+ year history of successfully helping people change their lives. Peace has helped thousands of youth, adults, and families overcome challenges that stem from generational poverty, social and economic inequities, and trauma — helping them build futures that include self-sufficiency and positive community involvement.

**Peace Neighborhood Center is seeking a creative and strategic marketing and communications professional to manage and execute the agency's communications across multiple communications channels.** As a part of Peace's Development Team, the Marketing & Communications Manager serves a vital role, responsible for promoting positive awareness of Peace Neighborhood Center's impact through creative and compelling content—to help advance Peace's mission and expand philanthropic support of Peace's work.

**The ideal candidate will have excellent writing skills, strong design and creative skills, and an important appreciation for brand integrity and authentic communications.**

**Essential Responsibilities include:**

- Work collaboratively with the Chief Development Officer to develop, execute, and evaluate an annual strategic marketing and communications plan to build awareness of Peace's work and the impact the agency has in people's lives.
- Identify opportunities to share Peace's story — and create high-quality, compelling content for digital and print communications, including: social media, monthly E-News, news announcements, fundraising appeals, event invitations and presentations, donor stewardship, et al.
- Ensure all public information—Peace's website, communications, publications, advertising, and marketing collateral—accurately and authentically reflect the agency's work, brand identity, and voice.
- Manage all communications and marketing assets, including: templates, Peace's style guide, agency visuals, logos, and photos.
- Attend and assist with agency events, which will include some evening and weekend hours.
- Regularly maintain and update Peace's photo archives, testimonials, website (WordPress and DiviBuilder) and social media communications: Facebook, Instagram, Twitter/X, and LinkedIn.
- Work with a professional photographer and videographer on as needed basis.
- Assist with editing grants on as needed basis.

**Required Qualifications:**

- A Bachelor's degree in marketing, communications, design, or other relevant field—or equivalent combination of education and experience
- 2-3 years of professional experience in a comparable field, e.g., digital content creation, nonprofit communications, publications, and development communications.



- Proficiency in MS-Office Suite (Word, Excel, Powerpoint) and Google G-Suite
- Proficiency in Adobe Creative Suite, Indesign, Photoshop, and Illustrator
- Excellent verbal and written communications skills, including editing and proofreading skills
- Excellent project management, organizational, and time management skills, with the ability to work independently and manage multiple projects under tight deadlines
- Familiarity with web writing principles and best practices
- An active commitment to diversity, equity, and inclusion
- Commitment to the highest standards of customer service and professionalism
- Commitment to Peace Neighborhood Center's mission and confidentiality regarding donor records and information, and client information.

#### **Desired Qualifications**

- Experience working in a non-profit environment
- Project management experience
- Interest in print and digital design
- Interest in development and philanthropy
- 3+ years of marketing/communications for nonprofits
- Strong ethical character and work ethic
- Works effectively in a collaborative environment
- Responsive and timely communications with Peace staff, donors, and community partners.

#### **Health Benefits and Retirement Savings Package (403-B)**

#### **Paid Vacation 4+ weeks paid time off includes:**

- Two weeks vacation, two personal days, and birthday (13 days total)
- Holidays including MLK, Memorial Day, Juneteenth, July 4th, Labor Day
- Thanksgiving (Thurs & Friday)
- Christmas Eve and Day, New Year's Eve and Day

**The ideal candidate will be onsite at Peace Neighborhood Center, though flex time and remote work is available.**

**No phone calls please.**

**To Apply:** Interested applicants must submit a cover letter and resume to [jobs@peaceneighborhoodcenter.org](mailto:jobs@peaceneighborhoodcenter.org) by Friday, September 21, 2024.

**Review of applications will begin immediately and continue until the role is filled.**

**Please put the job title in the subject line.**

**Resumes without a cover letter will not be considered.**

**For more information, please visit [peaceneighborhoodcenter.org](http://peaceneighborhoodcenter.org).**

Peace Neighborhood Center is an Equal Opportunity Employer, and provides equal employment opportunity without regard to race, religion, color, national origin, citizenship, age, sex, sexual orientation, gender identity or expression, height, weight, marital status, parental status



Peace  
Neighborhood  
Center

**Marketing & Communications Manager**  
**September 3, 2024**

disability, membership in any labor organization, political affiliation, record of arrest without conviction, or any other legally protected status.

This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

It is the policy of Peace Neighborhood Center to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA), the Michigan Persons With Disabilities Civil Rights Act, and other applicable state and/or local laws. Peace Neighborhood Center will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Peace Neighborhood Center will also make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.