



COMMUNICATIONS MANAGER

POSITION SUMMARY

The Communications Manager will work closely with the Director of Advancement and the Advancement Team to lead the development and execution of communications strategies that advance Empower Missouri's policy, advocacy, fundraising, and engagement goals. This role manages email marketing, event promotion, digital communications, content creation, and campaign communications to expand Empower Missouri's reach and strengthen public engagement across the state.

The Communications Manager translates complex policy issues into clear, compelling communications that inspire Missourians to take action, engage with advocacy campaigns, and support Empower Missouri's mission. This position works independently and collaboratively across teams to execute strategic communications that advance anti-poverty policies throughout Missouri.

Reports to: Director of Advancement

ESSENTIAL DUTIES & RESPONSIBILITIES

Communications Support for Coalitions + Campaigns + Events

- Serve as the organizational communications expert on campaigns and initiatives within one of Empower Missouri's core policy areas (food security, criminal justice reform, or housing).
- Manage communications and promotion for key Empower Missouri events and training programs, including the Anti-Poverty Advocates Summit, Week of Action, Advocacy Accelerator, webinars and other virtual events and in-person events.
- Create and implement event promotional plans to maximize attendance, including promotional toolkits to be shared with various stakeholder groups.
- Capture photo and video content at organizational events, advocacy actions and trainings to support digital storytelling and campaign communications.

Organizational Communications

- Manage content creation, design, and execution of email marketing campaigns, including weekly newsletters (two per week January-May, and one per week June-December), promotional emails, and fundraising emails in collaboration with the Development Manager.
- Assist with the management and ongoing maintenance of Empower Missouri's website.
- Manage and maintain assigned microsites and digital resources.
- Update and maintain organizational collateral, including brochures, one-pagers, case statements, presentations, and other communications materials.

- Develop compelling digital content, including graphics, short-form video, photography, infographics, and other communications assets that support advocacy, fundraising, and engagement goals.

Communications Operations

- Track, analyze, and report on communications performance metrics, including email engagement, website analytics, and campaign outcomes.
- Organizational support in maintaining CRM software (currently EveryAction), including managing activist codes, email lists, and online actions.
- Conduct communications research and assist with strategic communications planning as assigned.
- Assist with ordering and maintaining organizational signage, promotional materials and merchandise inventory.

QUALIFICATIONS

Required Qualifications

- Strong writing, editing, and storytelling skills.
- Excellent organization and project management abilities, with the capacity to manage multiple priorities and deadlines.
- Ability to work both independently and collaboratively in a fast-paced environment.
- Passion for ensuring all Missourians have access to affordable housing, adequate nutrition, and equal justice under the law.
- A commitment to social justice + [Empower Missouri's mission and values](#)

PREFERRED QUALIFICATIONS

- Experience with nonprofit communications, advocacy campaigns, or public policy communications.
- Experience with CRM platforms such as EveryAction.
- Experience with graphic design, photography, videography, and video editing.
- Familiarity with WordPress, HTML, Google Ads, and other digital marketing tools.

EDUCATION & EXPERIENCE

- One to three years of experience in communications, marketing, or a related field.
- Experience working with a nonprofit organization is preferred but not required.

Empower Missouri welcomes applicants from diverse educational and professional backgrounds. While competency, passion, and experience hold greater value than formal education, we certainly encourage those with formal credentials to apply.

LOCATION & TRAVEL

This position may be based anywhere in Missouri and is primarily remote.

Frequent travel to Jefferson City is expected during the legislative session (January-May), with additional limited in-state travel throughout the year for events, trainings, staff retreats, and other organizational activities.

SALARY & BENEFITS

Starting salary: \$50,000-\$65,000, depending on experience and qualifications.

Benefits include:

- Annual opportunities for merit-based and cost-of-living increases
- Comprehensive benefits package, including health, dental, vision, and life insurance
- Generous PTO, paid holidays, and retirement plan

TO APPLY

Please submit the following materials to jobs@empowermissouri.org:

- Cover letter
- Resume
- One writing sample
- One design sample

Priority application deadline is July 6, 2026. Applications will be accepted and reviewed on a rolling basis until the position is filled.