



Position Announcement

Internal and Partner Communications Manager

Application Dates:

June 8, 2021 Until Filled

Resumes will be reviewed on a rolling basis until position is filled.

About Us:

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In support of our mission, which is "leading the effort to eliminate hunger in our community" - the Foodbank has distributed over 300 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. For up-to-date information on the Foodbank, visit www.foodbankonline.org, Facebook, or Twitter.

Basic overview of the Internal and Partner Communications Manager position: The Manager of Internal and Partner Communications is a newly-created position and will serve as a key leadership team member overseeing FSEVA's internal communications function to implement a consistent voice for clarity and alignment of messaging; providing executive communications support; and leading content development to engage our employees and our more than 200 community feeding agency partners, who support FSEVA's mission of "leading the effort to eliminate hunger in our community."

Core Functions of the Internal and Partner Communications Manager Position:

- Develop and implement internal communications strategy to align internal audiences with the mission and strategic priorities of the Foodbank.
- Oversee internal and partner communications and function, including executive of an editorial calendar, to implement a consistent voice for the Foodbank to internal audiences and support Foodbank transformation.
- Provide executive communications support.
- Use communications initiatives to create a culture of philanthropy within the Foodbank.

This is what makes this role exciting and interesting:

- Newly-created position enables candidate to develop and executive effective internal communications strategies and tactics.
- Key role to help the Foodbank continue transformation by aligning all internal audiences to mission, vision, and goals.
- Challenging work in a fast-paced, complex environment at a time of transition.

This is what makes this role challenging:

- It is a newly-created position; Foodbank has never had a role dedicated to internal communications, so developing strategy and metrics for success may be challenging.
- Tools needed for effective communication flow may need to be acquired/built over time.

Here's the meaningful impact of this role:

- Key role in helping the organization in a time of transition.
- Organization is as strong as its employees and feeding agency partners, helping to build that strength through effective communications and align all toward common mission, vision, goals.

We're looking for a person that is eager to promote a diverse workplace through a keen ability to interact effectively with individuals from diverse backgrounds, experiences and personalities and who possess the following:

- Education Minimum: A Bachelor's Degree in Communications, Journalism, Public Relations or other related field of study or equivalent experience.

- Experience: 5 – 8 years of internal communications experience, including at least three years' experience supporting executive communications.
- Preferred: Master's Degree.
- Preferred: Prior professional experience in a nonprofit, fundraising environment.
- **Must have:**
 - Experience communicating with multi-function internal audiences.
 - Experience developing metrics to measure success for internal communications function.
 - Strong project management skills, ability to meet deadlines and work on multiple projects concurrently.
 - Passion for mission and values of the Foodbank.
- **Key Traits associated with this role:**
 - Detail oriented.
 - Collaborative.
 - Ability to work under pressure and tight deadlines.
 - Results oriented.
- **Preferred KSAs:**
 - Master storyteller and experience using a variety of internal storytelling platforms including written and visual storytelling.
 - Knowledge of strategic communications principles and best practices.
 - Ability to collaborate with cross functional team members.
 - Strong project management skills.
 - Ability to maintain confidential information and have strong executive presence.
- **Other**
 - The Internal and Partner Communications Manager reports to the Senior Director of Communications.
 - Must be open to local, regional and national travel; infrequent overnight travel required for training and conferences.
 - 32 Hours per week. Work hours and days of the week vary depending on tasks, meetings, projects, events; position may require weekend and night work.
 - Work location: 800 Tidewater Drive, Norfolk, VA 23504.
 - Job Type: Full-Time with Benefits.

Benefits: Health Insurance, Paid Time Off, 12 Paid Holidays, Employee Development Program, Scholarship Program, 401K.

Base Pay: \$54,831 - \$79,569: Salary offer is commensurate with education and experience.

How to Apply: <https://foodbankonline.org/about-us/careers/> or email cover letter and resume to orfrecruiting@foodbankonline.org , Subject: Internal and Partner Communications Manager Position. Applicants selected for interviews will be required to submit writing examples of their work.

The Foodbank of Southeastern Virginia and the Eastern Shore is committed to the full inclusion of all qualified individuals. If a reasonable accommodation is needed to complete the application process please contact the employer directly at orfrecruiting@foodbankonline.org.

The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.