



Are you on board?

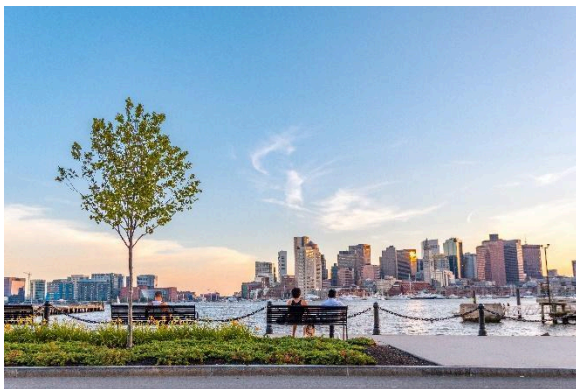
## COMMUNICATIONS MANAGER

Boston Harbor Now (BHN) is an organization committed to re-establishing Boston as one of the world's truly great coastal cities – ensuring a vibrant, welcoming and resilient Boston Harbor, waterfront, and islands for everyone. This is an exciting opportunity to join a diverse team of talented individuals who work closely with public agencies, communities and private and non-profit partners.

As a member of the Communications team, the Communications Manager will drive the development and execution of strategic communications initiatives, ensuring a cohesive organizational brand across all platforms. They will lead innovative storytelling efforts, engage diverse audiences, and manage projects and vendors to support Boston Harbor Now's mission and goals.

### Organizational Overview

Boston Harbor Now envisions a vibrant, welcoming, and resilient Boston Harbor, Waterfront, and Islands for the benefit of everyone. Our mission is to ensure that these unique regional resources are accessible, inclusive, and properly adapted to the risks of climate change.



BHN focuses on **Coastal Resilience, Access, and Equity**. BHN works with public and private partners to increase people's awareness of and access to parks and public spaces on Boston Harbor through programming, communications, and engagement. The organization serves as the legislated non-profit partner of the [Boston Harbor Islands National and State Park](#) and the city's partner for the Boston Harborwalk and [Moakley Park](#).

Current priority projects include the [Stone Living Lab](#), focused on finding nature-based solutions to sea-level rise, and [Harborwalk 2.0](#), a framework for improving waterfront development on Boston Harbor as well as imagining a bolder vision for the waterfront and islands. Harborwalk 2.0 goes beyond existing regulations in anticipation of building a more equitably and accessible waterfront that is prepared for the coastal impacts of climate change. Finally, BHN is focused on

improving [Community Engagement](#) at Moakley Park and projects around Boston Harbor to create a more welcoming and inclusive Harbor.

For more information about Boston Harbor Now, please visit: [www.bostonharbornow.org](http://www.bostonharbornow.org)

## About the Position

Boston Harbor Now seeks a dynamic communications professional to join our team as Communications Manager to drive and execute the organization's communications strategy, support our mission through innovative storytelling, and expand our reach to diverse audiences. This role involves project management, vendor management, and acts as a liaison between internal departments and external partners. The Communications Manager will also oversee the Communications Assistant and interns, manage the production of marketing materials, as well as report to the Director of Communications and Public Relations and support the Communications department's management of several partnership channels including the Boston Harbor Islands National and State Park, Boston Harborwalk, The Stone Living Lab, and Moakley Park.

*This is a full-time position, requiring a flexible work schedule.*

## Responsibilities include:

- Develop and deliver a cohesive organizational brand through BHN programs, policy and planning initiatives, outreach campaigns, and fundraising efforts.
- Explore and implement new storytelling techniques to engage and grow diverse audiences for BHN and our partnership brands.
- Oversee major branding projects including website management, video production, and other multimedia content for Boston Harbor Now and our partner channels.
- Generate engaging content for both digital and print communications.
- Promote Boston Harbor Now's annual public programming, community engagement, access initiatives, and policy and planning efforts to create a climate-resilient waterfront, harbor, and islands.
- Coordinate with the development team to promote our fundraising initiatives including membership, special events, and appeals.
- Assist with hiring and management of consultants for content creation, event planning, and print production. Manage contracts and support advertising buys with local publications and other media outlets.
- Assist with the execution of programs and events as needed.
- Supervise and mentor junior communications staff and seasonal interns.

## Qualifications and Experience:

- 3-5 years of experience in a communications or related role, preferably within the nonprofit sector.
- Proven experience in project management and vendor management.
- Strong content creation knowledge, including writing, editing, and multimedia production.
- Demonstrates the ability to engage and grow diverse audiences.
- Excellent organizational and multitasking abilities.
- Ability to work collaboratively internally across departments and with external partners.
- Management experience, including managing staff and interns.

## The Ideal Candidate:

- Is a strategic thinker and problem solver who can see the big picture, while also able to execute the details of various projects.
- Is a naturally creative individual with a talent for innovative storytelling that captures and engages diverse audiences.
- Is an effective communicator, comfortable engaging with diverse audiences and stakeholders, and can tailor messages to different groups to maximize impact.
- Demonstrates strong leadership and collaboration skills, working seamlessly with internal departments and external partners.
- Possesses excellent organizational and multitasking abilities, ensuring smooth and efficient project management.
- Thrives in a fast-paced environment, able to adapt to changing circumstances and solve problems quickly and effectively.
- Is deeply committed to the mission of Boston Harbor Now and driven to support its goals through creative and strategic communications.

*We recognize that experience can be gained in various ways: lived, professional, volunteer, and other experience.*

*We encourage Black, Indigenous, people of color, people with disabilities, and people with non-dominant gender identities who may not believe they meet all of the described qualifications to consider what they can contribute to Boston Harbor Now and apply.*

## Work Hours and Physical Requirements:

This position is based in Charlestown and is located close to public transportation. This position must be able to work irregular hours as needed, including early morning and evenings, and occasional weekend events. Boston Harbor Now follows a hybrid work schedule.

## Benefits and Salary

The salary range for this position is \$65,000 to \$70,000 annually, depending on experience, plus a competitive and inclusive benefits package, including medical, dental, life and disability insurance, flexible spending accounts, vacation, sick and personal time, as well as the option to participate in our 403(b) retirement plan with employer matching.

## Commitment to Diversity, Equity, and Inclusion

Boston Harbor Now is an intentionally diverse workplace. We are intentional about hiring, developing, and retaining diverse individuals at all levels. We don't just accept differences - we celebrate them, we value them, we promote them, and we thrive on them for the benefit of our employees, volunteers, supporters, partners, and community. We recognize that people bring their personal histories to work and that we make better decisions when we include a wide range of experiences and opinions. Diversity refers not only to race and gender, but also to an array of human differences including: culture, ethnicity, geography, socio-economic position, ability, sexual orientation, background, perspective and more that exist in the community and are reflected in the workforce. We value using an equity lens to manage the organization and create spaces for conversations on equity and ongoing staff and board engagement and empowerment to redesign policies, practices, services and programs. Boston Harbor Now strongly believes that diversity plays an essential role in our mission, fostering innovation and creativity, attracting the best candidates to our team, and enhancing our ability to serve.

We are an equal opportunity and affirmative action employer.

## How to Apply

Please send your resume/CV and cover letter to [employment@bostonharbornow.org](mailto:employment@bostonharbornow.org) for consideration. Please use the Subject line "Communications Manager Application (your last name)" in your email.

It is important to us that the hiring process is accessible to everyone. If you require accommodations to participate in the interview process, please let us know when you apply.