



Job Announcement: Senior Manager, Communications

Convergence Center for Policy Resolution (Convergence), the leading nonprofit organization solving national issues through bridging divides and managing collaborative dialogues, seeks a Senior Manager of Communications, who will be responsible for expanding the public profile and brand awareness of Convergence through consistent messaging and strategy. The role of the Senior Manager of Communications is to manage audience engagement through multiple digital platforms and develop communications materials and marketing campaigns that promote Convergence dialogues and events.

The Senior Manager of Communications helps manage the Communications department, supervises junior-level staffers, and liaises with contractors and consultants. The role works collaboratively across departments to ensure that communications tasks are consistently executed with high quality, timeliness, and appropriate internal collaboration. The Senior Manager of Communications also provides communications and media expertise to program areas and works closely with the executive team and the Board.

The ideal candidate should be an exceptional digital content marketer and project manager who can handle multiple projects under tight deadlines. In addition to superior writing and copyediting skills, the candidate should possess exceptional strategic and critical thinking skills to balance daily demands with long-term goals.

Major responsibilities include:

Social & Digital Media

- Manage Convergence social media accounts and maximize cross-promotion with field partners and engagement with third-party stakeholder audiences, funders and media to increase followers, overall engagement and brand awareness
- Plan and execute social media calendar with Communications team, including developing messaging, monthly themes, and engagement strategies
- Promote Convergence events and amplify content
- Write and edit the Convergence website including regular updates and additional content

Content Creation

- Oversee the design, production and dissemination of marketing and communications collateral
- Craft develop dynamic content for the website and social media
- Develop editorial calendar aligning organization-wide content
- Write content for monthly Convergence newsletter and manage the production process
- Assist with the editing and production of the monthly VIP email
- Coordinate launch of Convergence blog and possible podcast
- Write fact sheets, issue briefs or other support material for Convergence webinars, speaking engagements or media outreach

Project Communications

- Work with project directors to plan the communications lifecycle of each Dialogue, including writing the strategic plan and setting timelines for assessments, framing, findings, and interim deliverables by participants, other influencers and Convergence
- Identify and develop interim deliverables for third-party, non-participant stakeholder audiences and the media
- Promote the release of project recommendations by helping to develop specific subplans for marketing and communicating the report and proposals tailored to each project
- Write, edit and place op-eds and press releases, as needed
- Manage press outreach to reporters, editors, columnists and producers to promote the project, project director and project deliverables
- Help develop media and social media influencer lists specific to each project
- Help plan and manage release events

Impact

- Contribute to impact reports that track analytics demonstrating Communications department's impact, including Mid-Year and End-of-Year highlight reports
- Contribute to development of funder reports as needed
- Act as a brand guardian ensuring consistency across all internal and external communications
- Evaluate effectiveness of communications strategies and adjust accordingly

Media Relations (in collaboration with agency partner)

- Identify and cultivate relationships with key media and influencers, looking for opportunities to advance the Convergence brand
- Pitch stories and develop relationships with national media, including key reporters, editorial writers and columnists, and broadcast and podcast producers
- Develop and maintain robust media lists

Qualifications:

- 8-10 years of communications experience
- Strong writing and copyediting skills
- Experience implementing or managing social media strategies
- Outstanding project management skills and attention to detail
- Highly effective team-builder and communicator
- Ability to work independently but also cross-functionally with multiple stakeholders
- Ability to navigate complex topics and situations successfully

Position Details:

- Salary depends on experience, with a target range of \$80,000 - \$95,000.
- This position will report to Convergence's Director of Communications.
- Convergence offers a full benefits package (including health insurance and retirement) and generous paid leave.

- The majority of Convergence staff are concentrated in two hubs – one around Washington, DC and the other in the San Francisco Bay Area. All staff are working remotely for the time being with hybrid office/remote workspace possible in the future.
- Candidates are welcomed regardless of location. Some travel to/between workplace hubs required.

About Convergence:

Founded in 2009, Convergence is a 501(c)3 nonprofit organization that convenes people and groups with divergent views to build trust, identify solutions, and form alliances for action on critical national issues. We achieve this through structured, facilitated dialogue and long-term relationship building. Through proactive, nonpartisan engagement of influential individuals and organizations, we create new pathways that move our country and society forward. Our work demonstrates that trust, civility, and compromise can shift the focus from winning the debate to collectively seeking solutions. Current dialogues are focused on guns & suicide prevention, recovery for America’s workers, digital disinformation, care for older adults, and modernizing the civil service. For more information about Convergence, visit: www.convergencepolicy.org.

To Apply:

Please email your application to jobs@convergencepolicy.org with “Senior Communications Manager” in the subject line. Applications should include: (1) a resume, (2) a tailored cover letter indicating your relevant experience and specific interest in the position, and (3) two writing samples for which you were the sole author. Please indicate where you saw the job announcement in the body of your email. Position available immediately. Applications will be reviewed on a rolling basis. No phone calls please.

Convergence values a diverse workplace and strongly encourages women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Convergence is an equal opportunity employer. Hiring decisions are made without consideration of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.