Communications Manager (Full-time)  
www.faspe-ethics.org

The Position:

FASPE is hiring a full-time Communications Manager. The Communications Manager oversees all external communications, including social media, newsletters, press releases and marketing materials, ensuring all content is engaging and promoting FASPE’s mission.

This position will work closely with the entire FASPE team and reports directly to the Development Manager. This is a hybrid position with in-person presence required 2 days per week in an office in New York City. Candidates living in the Tri-State area are preferred, however FASPE is open to applications from suitable candidates living in the Northeast Corridor.

Key responsibilities for this role include developing and implementing an annual communications plan, advancing FASPE’s public voice and visibility across all media platforms, and promoting FASPE’s programs and mission.

Who We Are:

FASPE (Fellowships at Auschwitz for the Study of Professional Ethics) challenges our professionals to recognize and exercise their ethical and leadership responsibilities as influencers. FASPE’s distinctive approach is to examine the roles and behavior of individual professionals in Germany and elsewhere between 1933 and 1945 as an initial framework for approaching ethical responsibility in the professions today.

Each year, FASPE awards 80 to 90 Fellowships to graduate students and early-career professionals in Business, the Clergy, Design & Technology, Journalism, Law, and Medicine. The Fellowships begin with intense study in Germany and Poland where FASPE takes advantage of the urgency created by the power of place to translate the history into the present. Beyond its signature Fellowship program, FASPE utilizes its distinct methodology in presentations of ethics training workshops for practicing professionals in organizations across business sectors, in public writings and lectures, and in a condensed European study trip for practicing professionals.

Our Future:

FASPE believes that it has an increasingly important role to play in addressing current ethical challenges in the professions that are arising from the dual forces of globalization and rapidly changing technologies. FASPE’s public voice and presence is critical to show its resonance today and the importance of our work to advance professional ethics.
Our future will include institutional and programmatic expansion as well as growth that comes from the Fellows and our Alumni.

**Core Role Responsibilities:**

The primary focus of the role will include:

- Develop and oversee the implementation of a communication strategy and plan to increase engagement with FASPE’s various programs and trainings.
- Assist with the digital execution of all FASPE engagement and fundraising campaigns.
- Own and execute social media across all channels to build visibility and engagement for the organization.
- Work with the team to ensure all communications elevate FASPE’s programs, trainings, and engagements.

**Specific Responsibilities:**

- Create and implement an annual communications strategy consistent with FASPE programs and outputs.
- Manage communications calendar of upcoming topics, news and milestones, and external opportunities to guide content planning.
- Manage and source content for FASPE’s website and Alumni portal (Almabase). This includes publishing a variety of digital content with a focus on producing increasing engagement with alumni, donors, applicants, visitors and more.
- Serve as the lead for all social media channels and ensure a consistent FASPE voice and presence in the field. This includes working closely with the FASPE team and its partners in content and idea creation.
- Directly support the Program Director and Program Engagement Coordinator to publicize recruitment efforts for a more extensive reach, place Fellows’ press releases, alumni activities, and more.
- Produce and manage all email campaigns, newsletters and soliciting content.
- Work with FASPE’s Graphic Designer to create a style guide and palette.
- Support and design print materials as needed – including any FASPE content related to alumni images and quotes, infographics for Fellowship recruitment and other programs as assigned.
- Design and create ongoing communications for FASPE events, including the annual Awards Dinner.
- Update and monitor FASPE Website by working closely with FASPE’s website engineer and regularly audit the content. This is critical to ensure information is current and accurate on FASPE website.
- Explore creative ways to showcase FASPE programs, including ELT workshops, alumni programs, ethics abroad trips etc.
- Other related responsibilities as assigned.

**Position Requirements:**

- Bachelor’s degree and at least 6 years’ experience in communications and/or marketing.
- Superb organizational and communication skills with a meticulous eye for detail.
- Exceptionally skilled at writing and editing content for a variety of media platforms.
• Experienced and adept with effective use of all social media platforms, LinkedIn, email, and marketing platforms, Wordpress, Zoom, and Mailchimp
• Excellent computer skills – knowledge of MS Word, Google Docs, PowerPoint, Excel, Outlook.
• Strong work ethic with a respect for meeting deadlines.
• Strategic thinker with a creative mindset.
• Works well independently and as part of a team.
• Ability to travel and work occasional nights and weekends.

**Compensation and Benefits:**

Compensation is commensurate upon experience and is within the range of $65k - $80K. Included is an excellent package of benefits: generous paid holidays and paid time off; wide choice of medical, vision, dental; 401K.

**To Apply:**

Interested applicants should send a c.v. and statement of interest describing your fit for the role to hr@faspe-ethics.org. Not all applicants will be contacted. This position is open on a rolling basis until filled.

FASPE is a non-faith based 501(c)(3) organization and an equal opportunity employer.