

**Job title:** Manager, Communications, U.S. & Canada

**Reports to:** Director, Communications, Americas

**Based in:** Washington, D.C.

**Salary:** \$80,140 - \$91,271 USD (inclusive of bonus)

***The salary range for this role is between \$80,140 - \$91,271 USD. This range is inclusive of a performance-based bonus, which is based on both team and individual performance, and is paid out annually. Our salary ranges are determined by location, work experience, and the role.***

***To apply, please send your resume and cover letter to [careers@tent.org](mailto:careers@tent.org). If your background aligns with our needs, a member of our team will be in touch.***

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#### **About the Tent Partnership for Refugees:**

With more and more refugees displaced for longer periods of time, businesses have a critical role to play in helping refugees integrate economically in their new communities. Tent was launched in 2016 by Hamdi Ulukaya, the CEO and founder of Chobani – a multibillion dollar food company in the U.S. – to mobilize global businesses to fill this gap by helping connect refugees to work. Today, Tent is a network of over 500 major companies committed to hiring, training, and mentoring refugees. Find out more at [www.tent.org](http://www.tent.org).

#### **About the role:**

Tent is looking to recruit a bright, media-savvy, organized, and dynamic Communications Manager to help drive our communications efforts in the U.S. and Canada. Reporting to the Director of Communications for the Americas, the Communications Manager will be responsible for raising and protecting the profile of Tent, our mission, and our vast company network and efforts in the region via a wide range of external communications activities including media relations, social media, speaking opportunities and other executive visibility efforts, events, and more. The Communications Manager will be responsible for all related execution and materials development. This role is ideal for individuals with a background in corporate, advocacy, or policy communications, whether in an agency or in-house setting.

#### **Key responsibilities:**

##### **Media Relations and Communications**

- Collaborate closely with the Director of Communications for the Americas to formulate Tent's communications plans in the U.S. and Canada.

- Support in the communications counsel Tent provides member companies' communications teams and help drive effective collaboration opportunities and impactful output with member companies in the region.
- Proactively identify opportunities for press engagement in the U.S. and Canada, including ones that can raise the profile of Tent and Tent's regional leadership.
- Manage all inbound media requests and related interview coordination – including broadcast, radio, print, and podcast.
- Support in the preparation of spokespeople ahead of press interviews.
- Maintain local journalist databases & develop/nurture relationships with key national, regional, and trade press.
- Support all local market media and news monitoring.

#### Speaking Opportunities & Thought Leadership

- Identify, vet, pitch, and tee-up a pipeline of external speaking opportunities for Country Directors and other senior leaders in the U.S. and Canada that elevate our profile and advance our mission.
- Provide all related support in the lead-up to external speaking events including shaping angles/questions, drafting talking points, briefings, liaising with event organizers, etc.
- Support in all related post-event external promotion and amplification.

#### Events

- Organize and execute a range of in-person Tent events, including workshops, conferences, CEO-level dinners, and other gatherings and coalition convenings involving senior leaders. This includes end-to-end project management and logistics, such as identifying and managing venues, identifying and securing speakers, agenda support, sending invites, tracking registration and attendance, overseeing collateral production, preparing briefing materials, and supporting the Country Director on liaising/managing key partners.
- Organize and execute virtual Tent events, such as webinars or initiative launches. This includes responsibilities listed above and all related virtual event needs.
- Track costs, ensure activities are on budget and on time, manage vendors, and process invoices.

#### Other Key Responsibilities

- Develop a variety of external materials including press releases, press statements, quotes, initiative messaging, Q&As, social media copy, blogs, op-eds, and more.
- Collaborate closely with the Director of Global Brand Marketing and regional team members to curate engaging content for Tent's social channels.
- Assist in the development and implementation of crisis communication plans to effectively manage and mitigate reputation risks.
- Proactively research and identify award opportunities and support across all regional award submissions.

**Essential skills/experience:**

- Bachelor's degree with 6+ years of experience working in communications, primarily in the U.S. and including a proven track record in media relations and existing press contacts
- Excellent written and spoken fluency in English
- Second-to-none writing skills (especially for a corporate audience)
- Event management experience
- Effective relationship management skills with external and internal stakeholders
- Proven ability to manage up and sideways
- Strong, proven project management skills with the ability to manage multiple activities and stakeholders in a fast-paced environment
- An obsessive eye for detail & a grammar pedant
- Proficiency in Microsoft Office Suite and video conferencing tools
- Confident presentation and public speaking skills
- Excellent critical and analytical skills

**Preferred skills/experience:**

- Some experience working across policy, advocacy communications, or political campaigns
- Events and media relations experience or exposure in Canada
- Familiarity with business issues such as diversity and inclusion, employee engagement, etc.
- Familiarity with American politics and some knowledge of policy issues affecting refugees is ideal, but not essential
- Spanish-language speaking and writing skills are a plus, but not required

**Desired qualities:**

- A willingness to roll up your sleeves
  - A hard worker willing to go above and beyond to deliver high quality work
  - An entrepreneurial self-starter, able to work independently as well as within a matrixed team environment
  - Intellectually curious, with a thirst for learning
  - Buzzing with creative ideas and enthusiasm for Tent's mission
  - Ability to make decisions in a changing environment and comfortable operating in gray areas
  - A positive, energetic, can-do attitude
  - Willingness and ability to travel
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*Tent is an equal opportunity employer. Tent will not discriminate against any applicant for employment on any basis including, but not limited to: race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, marital status, predisposing genetic characteristics and genetic information, or any other classification protected by federal, state and local laws. We are dedicated to ensuring that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.*