Communications Manager

Village Preservation (the Greenwich Village Society for Historic Preservation), a NYC-based nonprofit, is seeking an experienced, highly motivated Communications Manager. Village Preservation was founded in 1980 to preserve and celebrate the architectural and cultural heritage of Greenwich Village, the East Village, and NoHo. Village Preservation is a growing organization with an annual budget of $1.5 mil. and staff of 9. Position reports to the Executive Director and will work with multiple staff members and board member-led committees.

Responsibilities:
- Development of printed and electronic materials, including membership materials, PowerPoint presentations, electronic and printed newsletters, educational and advocacy materials
- Managing, organizing, and updating website
- Creating online engagement tools including apps, maps, and other interactive features
- Produce videos for web and social media
- Effectively strategize and expand the organization’s social media
- List maintenance, systems building, and HTML-coded e-communications for Salesforce database platform
- Manage and ensure timely uploads to Flickr, YouTube, and other online platforms
- Assist in training and managing interns on communications systems

Qualifications
- High degree of proficiency in WordPress, ArcGIS, Adobe Creative Suite, Microsoft Suite, Python or other related programming language; knowledge of Salesforce’s Non-Profit Support Pack programs Pardot and Premier Success; and willingness to research and learn new software and programs.
- Strong writing, editing, and verbal communication skills
- Strong interpersonal skills and the ability to collaborate and work effectively with all stakeholders including staff and board members.
- Interest in and knowledge of historic preservation and the communities of Greenwich Village, the East Village, and NoHo, and their histories a plus.
- Able to work independently and on a team
- Exceptional attention to detail
- A portfolio that includes printed and electronic materials and online tools
- The ability to set priorities and juggle multiple projects in a complex, fast-paced, deadline-driven environment

Send resume, cover letter, and portfolio materials to info@gvshp.org.

Village Preservation is an equal opportunity employer.