



Position Description: Communications Manager

The Organization

At the Denver Streets Partnership, we believe in an equitable and vibrant Denver that guarantees our public spaces are designed for people.

We believe that human dignity should be the guiding principle for the design of our transportation system so that everyone can thrive and connect to what matters most.

We work to connect decision makers and Denver residents with diverse perspectives, timely information, and practical solutions to reduce our city's dependence on cars and design communities that prioritize people.

For more information about the Denver Streets Partnership, visit www.denverstreetspartnership.org

The Denver Streets Partnership operates as a division of Bicycle Colorado. For more information about Bicycle Colorado, visit www.bicyclecolorado.org

The Position

This is a unique opportunity for a talented and creative communicator to join our team and help shape the public-facing voice of the DSP. The Communications Manager is the primary content creator for our external communications, including social media, weekly email communications, website updates, blog posts, press releases, reports, videos, and more.

The Communications Manager must be a self starter capable of developing and sharing content on their own from the DSP voice. They will work closely with the DSP Executive Director to broaden awareness of the DSP's vision, mission, policy campaigns, and neighborhood-based projects, and to motivate people to support DSP's work. The primary audiences for DSP communications are Denver residents, businesses, and City leaders, as well as the local media.

The DSP is highly collaborative, including a team of staff that directly support the DSP, allied organizations that participate in the DSP Steering Committee, and broader

coalition members. The Communications Manager will work in partnership with other members of the DSP team and Steering Committee, particularly the Program Coordinator and Neighborhood Organizer, as well as the Bicycle Colorado Communications and Policy Director.

Key responsibilities

- Work with the DSP Executive Director and Bicycle Colorado Communications and Policy Director to implement the DSP communications strategy.
- Serve as a spokesperson for the DSP as needed when the DSP Executive Director is not available to fill this roll, including speaking to the media, testifying at public hearings, presenting at community meetings, and otherwise speaking on behalf of DSP in public settings.
- Develop and promote content for the DSP weekly email newsletter and website.
- Lead and coordinate the DSP social media strategy and posts across Facebook, Twitter and Instagram.
- Assist with outreach via Every Action to activate communication to elected officials and other activities in support of our advocacy efforts.
- Keep fingers on the pulse of walking, biking, and transit news locally, nationally and internationally.
- Develop collateral that promotes DSP events, programs, and policy campaigns.
- Provide basic graphic design and video editing support for WordPress website elements and other collateral pieces.
- Hire and manage contractors to provide graphic design, videography, or other communications support as needed and as resources allow.
- Develop and maintain contacts at local news outlets, prepare press releases, and field media inquiries, including serving as a spokesperson for the DSP and preparing other members of the DSP team or Steering Committee to fill this role.
- Contribute ideas, positive energy, creative problem-solving and a collaborative spirit to the team.
- Join DSP team meetings as well as DSP Steering Committee meetings to share ideas and advance the mission and vision of the organization

Background and skills sought:

Required

- A passion for walking, biking, and transit in urban settings
- Experience in communications, marketing, or a related field—writing and editing of professional communications is a must
- Public speaking skills
- Skilled at communicating in a concise, compelling and accessible manner about complicated topics
- Social media experience—particularly Facebook, Twitter and Instagram
- Attention to detail and accuracy
- Strong time-management and organizational skills
- Proficiency with Google Apps (e.g, Google Drive, Docs, Sheets, Forms, etc.)

- Proficiency with WordPress and Every Action or similar communications platforms
- Proficiency with InDesign, Photoshop, Adobe Illustrator, or similar software
- Photography and video editing skills

Desired

- Familiarity with urban transportation policy issues
- Conversational Spanish or Vietnamese

The candidate will also be:

- A curious and self-directed learner
- Willing to take risks, reflect on performance, learn from mistakes and improve
- Adaptable to unforeseen circumstances and able to remain professional in stressful situations
- Creative and persistent when faced with challenging tasks
- Highly collaborative and able to thrive in a team setting involving a diversity of partners
- A self-starter with the ability to work independently to achieve milestones and goals on schedule
- Able to thrive in a fast-paced environment

Compensation

The salary range for this position is \$40,000 - \$50,000 annually. The DSP offers a benefits package which includes a healthcare plan, dental, and vision.

Other

DSP staff are currently working remotely due to the COVID-19 pandemic. This position will be based remotely until further notice.

DSP is dedicated to equal employment opportunities in any term, condition, or privilege of employment. DSP prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law.

How to Apply

Email resume, two to three writing and/or marketing samples, and cover letter to Jill Locantore (jill@denverstreetspartnership.org) with email subject line: First Name Last Name - DSP Communications Manager Application. Applications are due by COB Friday, January 15.