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Project Manager, Communications and Marketing

Full Time Regular
DC, Washington, DC, US

Today
Requisition ID: 1119
Apply

Salary Range: \$59,000.00 To \$64,000.00 Annually

DEPARTMENT: Strategic Communications and Campaigns

REPORTS TO: Deputy Director of Communications and Marketing Program Manager

WORKS CLOSELY WITH: Deputy Director of Media Relations, Digital Communications and Marketing Manager, Contracted PR/Marketing/Creative

Bread for the World is a Christian advocacy organization urging U.S. decision makers to do all they can to pursue a world without hunger. Our mission is to educate and equip people to advocate for policies and programs that can help end hunger in the U.S. and around the world.

PRIMARY OBJECTIVES:

We are looking for a Communications and Marketing Project Manager who will work with the Deputy Director of Communications and Marketing Program Manager to implement the processes in place for project management that facilitate and enhance cross departmental collaboration.

1. Supporting the Deputy Director with project monitoring and coordinating tasks within the team's project management platform to deliver projects across all communications and marketing functions and that serve all teams within the organization.
2. Under the direction of the Deputy Director, coordinating and prioritizing tasks within the project management platform and communicating with internal and external departments within Bread to deliver projects on time, to quality standards and within budget.
3. Proactively communicating and collaborating with the Communications and Marketing team to ensure that the project management platform is up to date with tasks, deadlines and specifications for the team to successfully complete projects.

PRIMARY RESPONSIBILITIES/ACTIVITIES:

1. Support the Deputy Director to ensure the team's established processes are followed from start to finish. This includes updating the project management platform, supporting the logistics of the intake process, and updating status tracking so that projects are delivered on deadline and adhere to high quality standards.
2. Coordinate the project intake and tracking process. Specifically, set up projects in the project management platform, schedule points of collaboration, and check against deadlines.
3. Serve as a point of contact for teams and the Deputy Director when multiple teams are working on the same project to ensure synergy.
4. Support the Deputy Director in coordinating new requests for communications resources from staff by setting up the project intake, setting up the new project in the project management system, and reporting progress to the internal client.
5. Provide status updates to the Communications and Marketing services team regarding their portfolio of projects.

SUPERVISION EXERCISED: Occasional supervision of communications fellows or interns.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree in business, public relations, communications, English, counseling, marketing, journalism, or equivalent work experience in related field.
- 1-3 years of relevant business, communications, marketing, project management, or administrative experience.
- Familiarity with project management platform tools like Monday.com, Airtable, etc.
- Project Management certifications, including PMP certification, a plus.
- Ability to work within tight time frame.
- Ability to balance multiple projects in a variety of stages.
- Writing and strong organizational skills.
- Ability to develop collaborative relationships as routine interactions with internal and external partners require good interpersonal and customer-service skills.
- Proactive and clear oral and interpersonal communication.
- Experience using project management principles.
- Experience with Engaging Networks and/or CRM tools a plus.
- Commitment to mission and Christian faith basis of Bread for the World.

WORK ENVIRONMENT ISSUES:

- Remote or hybrid role in Washington, DC, some travel to Bread events may be required.
- Must be responsive to email, Slack, and phone calls and willing to work during evenings, weekends and holidays as the need may require.
- Bread is a hybrid organization.

CULTURAL EXPRESSIONS:

Bread is committed to advancing racial equity externally and internally, and all staff members play a vital role. In the course of our work, each staff person should work to apply a racial equity lens to their work and practices; and participate in racial equity on-going training. Bread is also committed to being an equal opportunity employer.

OUR VALUES:

1. **We value our faith.** Our faith in Christ compels us to love our neighbors near and far and is the foundation for our hope, story, mission, and values.
2. **We value human flourishing.** We believe that every human being, created in the image of God, has inherent dignity that affords an opportunity to thrive in relationship with God, self, neighbor, and the environment; and to access enough nutritious food for good health.
3. **We value justice.** We seek to establish effective systems, structures, and policies that affirm equality and advance equity among all human beings to alleviate hunger and poverty.
4. **We value courage and prophetic voice.** In a spirit of wisdom and love, we will be bold in articulating and pursuing our vision of a world without hunger.
5. **We value nonpartisanship.** We believe that effective and sustainable public policies are made when, in good faith, we employ a civil and bipartisan approach to develop and implement laws and programs to achieve our mission.
6. **We value collaboration.** We believe in working alongside and building community with a diversity of churches, interfaith communities, institutions, and individuals, including people experiencing hunger, to achieve our mission.
7. **We value impact.** We strive for excellence in our work and hold ourselves and our nation's leaders accountable in the pursuit of public policies that render measurable results and meaningful change for people everywhere affected by hunger.

DISCLAIMER:

Background and reference checks will be conducted on all final candidates. The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.