



Communications Manager

Overview

Pivot Strategies is seeking a Communications Manager to join our growing team in August. As a consultant with Pivot, you will work directly with clients on large, complex communications and marketing needs. In this role, you will develop communications plans, implement tactics, and measure internal communications efforts related to digital marketing.

This position will work closely with another member of the Pivot team and our client to plan, create, and launch communications to support change initiatives within marketing, communications, IT, and other teams. Digital marketing familiarity preferred.

Job Description

Develop and execute communications plans

- Create and manage communications plans for large change initiatives related to digital marketing.
- Work closely with business, training, and agency partners to understand audience needs and develop communications tactics to meet established goals.
- Recommend and manage new and current channels to reach employees and leaders.
- Partner closely with subject matter experts to understand, prioritize, and deliver communications focused on specific, complex topics that drive understanding of process, technology, and organizational changes.
- Measure the effectiveness of the communications and use insights to continually improve the communications strategy.

Lead website development project

- Lead development of internal-facing digital marketing website.
- Work closely with digital marketing subject matter experts to develop a content strategy, write and edit content, gather/develop resources, build pages, and launch employee-facing site.
- Manage website project by creating project plans, ensuring availability of resources, leading content development, and tracking milestones to completion.

Required qualifications

- Bachelor's degree in journalism, marketing, communications, business, or related field
- 5-7 years of marketing, employee communications, and/or corporate communications experience
- Excellent verbal and written communication skills, including strong knowledge and expertise with PowerPoint and business communications systems, applications, and tools
- Excellent project management skills and communication delivery execution
- Ability to:
 - Manage multiple projects simultaneously and meet tight deadlines
 - Work with complex and sensitive information

- Comprehend and translate business strategies into clear communications for external and internal audiences
 - Work independently to solve problems
- Must possess excellent organizational, planning, and project management skills
- Strong interpersonal skills and ability to work effectively at all levels, including senior management

Preferred qualifications

- Familiarity with digital marketing (e.g., digital strategy, digital content, social media, digital promotions, web analytics)
- Basic graphic design skills
- Experience working within a matrixed environment
- Experience working in a regulated industry

About Pivot Strategies

Pivot Strategies is a woman-owned communications and marketing firm based in Minneapolis. We are part agency and part staffing company – we work with our clients to become an extension of their team. Openness to learning new areas and flexibility are key features of our team culture. Our capabilities include communications strategy and planning; internal communications; brand development; public relations; executive positioning and communications; message development; issues management; crisis planning and management; stakeholder engagement; public affairs and policy positioning; storytelling; environmental, social and governance (ESG) alignment and reporting; and staff augmentation. For more information, visit www.pivotstrategiesconsulting.com.

Pivot Strategies offers healthcare benefits, dental insurance, paid time off, a flexible work environment, and a chance to be part of a new and growing business.

Please send resume, introduction email or cover letter, and a writing sample to Tom Hesse (tom@pivotstrategiesconsulting.com).