

Merritt Community Capital Corporation

Title: Communications Manager
Reports to: Director of Investor Relations
Job Location: Office in Oakland, California / hybrid upon return-to-work

About Merritt Community Capital Corporation: Merritt is one of California's leading nonprofit affordable housing funders and mission is at the core of everything we do. For more than 30 years we have been a trusted partner, investing more than \$1 billion creating nearly 10,000 affordable homes across California. We are dedicated to working with mission-aligned developers and funders to make the most challenging affordable housing projects possible. We do this by offering terms that meet project needs today and foster preservation of affordability for tomorrow. Beyond investing in properties, Merritt invests in the tools and people to solve the state's affordable housing crisis.

Position Overview: Merritt is seeking a mission-driven, energetic, creative and self-motivated storyteller with a proven track record to manage the organization's communications and branding. This hands-on, growth-oriented role will be responsible for working with Merritt staff and board to ensure that Merritt's customers, investors, and partners understand the value of Merritt's contributions to addressing California's Affordable Housing Crisis, including our financing products and industry support initiatives.

The Communications Manager will coordinate efforts to build Merritt's visibility, including ensuring that Merritt's financing products are well understood and accessible to customers (and potential customers), ensuring that Merritt's investors see the value and impact of their investment in our programs, building and leveraging partnerships to enhance Merritt's viability, and working with our partners to add value to the affordable housing industry.

Key Responsibilities include:

- Build awareness of Merritt's brand.
- Manage Merritt's media relationships and develop new earned media opportunities both within the affordable housing industry and beyond
- Manage external communication, such as press releases, project announcements, email newsletters, etc.
- Support Merritt's relationships with external stakeholders (developers, investors, industry initiative partners, etc.), demonstrating the value of Merritt's financing.
- Coordinate Merritt's industry initiative sponsorships and participation in events, such as ground breakings and project openings, including preparation of speaking points where appropriate.
- Manage Merritt's website, its design, usability, and content.
- Manage Merritt's social media presence.
- Manage the preparation and production of Merritt's Annual Report and other publications.
- Organize structures to ensure that all Merritt's staff and board are effective ambassadors of Merritt to our customers, investors, and partners.
- Create content, across all external communications platforms including written articles, project/client stories, social media posts, print materials, scripts, videos, etc.

Additional Tasks:

- Manage photography and cataloging of project and event photos

- Develop information graphics for use across departments; develop templates for presentations, Board and Committee meetings, etc.
- Engage with various organizations (Housing CA, NPH, SCANPH, etc.) to link Merritt's financing to broader community goals.
- Keep Merritt staff informed of programs, events, and activities relevant to our mission.
- Participate in the preparation of applications for financing or grants, as opportunities arise.
- Take initiative and exemplify motivation to work towards Merritt's mission.
- Manage consultants and occasional supervision of administrative staff.
- Other duties may be assigned

Desired Experience and Qualifications:

- Excellent writing and speaking skills.
- Excellent interpersonal skills and the ability to communicate effectively with external and internal parties.
- Self-motivated and strong self-starter, pro-actively taking initiative to make consistent progress and achieve results.
- Excellent computer skills with an ability to manage website and social media platforms.
- Ability to prepare effective presentation graphics for the website, for presentations, and for ads.
- Minimum of five years' experience in communications, marketing, website design, community development, non-profit communication, or related field.
- Experience and/or strong interest in affordable housing and community development.
- Ability to manage and effectively prioritize simultaneous and competing activities and demands. Exhibit excellent organizational skills and meet deadlines.
- A Bachelor's degree in Communications, Journalism, English, or a similar field is preferred, though degrees in Housing and Community Development, Sociology, Political Science, or General Liberal Arts are also acceptable. Relevant experience may be substituted on a year for year basis for the education requirement.

Compensation

Merritt offers a competitive compensation package, including a bonus plan and benefits. This is an exempt, full-time position. Annual salary range for this position is \$85,000 to \$100,000. Resumes will be reviewed and considered on an ongoing basis. To be considered for this position, please submit a letter of interest and resume to jquinn@merrittcap.org with the subject "Communications Manager".

Merritt offers a collaborative culture with a passionate team focused on our mission. We provide excellent benefits, including medical, dental, vision, and life insurance; 15 days of Paid Time Off (PTO) plus 15 paid holidays; 401(k) with employer contribution; and performance bonuses.

Merritt provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Merritt is committed to creating a diverse, equitable, and inclusive workplace.