



Senior Development and Communications Manager

ABOUT ENGAGE

Engage Miami and Engage Florida build youth civic engagement, power, and equity in Florida. As a leader in civic and political education, Engage strengthens a culture of locally driven democratic participation of diverse communities, builds power to implement change, and works to advance a young people-led issue agenda that protects and invests in our communities.

JOB DESCRIPTION

Engage is seeking an experienced and dedicated Senior Development and Communications Manager to lead communications and support organizational growth efforts that build young people's civic and political power across Florida. This role will drive messaging, media relations, digital communications, storytelling, and fundraising communications to advance Engage's mission and amplify the impact of our programs and campaigns.

The Senior Development and Communications Manager will work closely with organizational leadership and cross-functional teams to execute strategic, mission-driven communications that engage target audiences, strengthen brand visibility, and support development goals. The ideal candidate is a strong writer, project manager, and relationship builder with experience in media relations, branding, digital strategy, fundraising, leadership development, and public engagement.

This is a full-time position based primarily in our Miami office with statewide communications and development responsibilities. Evening and weekend work may be required during key organizational and electoral moments. Candidates should bring a passion for civic engagement, strong organizational skills, and the ability to thrive in a fast-paced, campaign-style environment.



ROLE & RESPONSIBILITIES

Strategic Communications Planning, Project Management, and Evaluation (30%)

- Develop and execute data-informed communications strategies that support civic engagement, voter participation, fundraising, and organizational growth.
- Manage communications timelines, workflows, and various campaign deliverables while ensuring alignment across teams and priorities.
- Manage fundraising timelines, workflows, and grant/donor deliverables while ensuring alignment across teams and priorities.
- Monitor communications performance and audience engagement metrics, providing regular reporting and strategic recommendations.

Development and Communications Execution (50%)

- Lead the creation and execution of compelling written, digital, and multimedia content across platforms including social media, email, website, press, and fundraising communications.
- Maintain consistent organizational messaging and brand identity across all external communications.
- Serve as the primary media contact and cultivate relationships with local, regional, and national press to increase visibility and elevate organizational impact.
- Support rapid response communications and crisis management efforts with timely, strategic messaging.
- Contribute to fundraising and donor communications including grant writing, campaign development, proposals, reports, and stewardship materials.
- Support organizational fundraising strategy by leading prospect research, donor tracking, and fundraising pipeline management in partnership with the Executive Director.
- Help expand and diversify Engage's fundraising network by identifying new donor, partner, and sponsorship opportunities and strengthening systems for cultivation and engagement.
- Serve as a strategic accountability partner to the Executive Director by supporting fundraising goals, tracking progress toward development benchmarks, and helping maintain consistent donor outreach and stewardship practices.

Leadership Development and Team Collaboration (20%)



- Develop and oversee student communications internship opportunities that build leadership pathways and expand organizational communications capacity.
- Recruit, train, and mentor interns or emerging communicators through a student communications program focused on storytelling, digital engagement, media, and civic participation.
- Provide leadership, guidance, and project oversight for communications support staff, consultants, interns, or assigned projects.
- Collaborate closely with the Executive Coordinator and cross-functional teams including leadership, programs, operations, and data to ensure cohesive strategy and execution across departments.
- Participate in organizational events, retreats, training, and professional development opportunities as needed.
- Contribute to a collaborative, equitable, and mission-aligned workplace culture.
- Additional duties may be assigned as needed.

Qualifications & Skills

- Minimum of five years of professional experience, with at least two years in communications, development, nonprofit advocacy, campaigns, or government preferred.
- Strong communications generalist with experience across multiple areas including media relations, digital communications, content creation, branding, storytelling, public engagement, and fundraising communications.
- Exceptional writing, editing, and messaging skills with the ability to translate complex issues into compelling and accessible content across audiences and platforms.
- Ability to quickly learn and authentically communicate Engage's voice while adapting messaging to different audiences, moments, and platforms.
- Proven experience managing projects, staff, interns, consultants, or collaborative teams in fast-paced environments.
- Entrepreneurial, adaptable, and solutions-oriented with a willingness to learn, test ideas, and take initiative in evolving political and organizational landscapes.
- Strong critical thinking and problem-solving skills with the ability to identify challenges, propose solutions, and move projects forward proactively.
- Experience developing and executing strategic communications campaigns with strong judgment and the ability to pivot quickly when priorities shift.
- Strong interpersonal skills and emotional intelligence with the ability to build relationships across teams, media, partners, donors, and community stakeholders.



- Commitment to Engage’s mission, values, and youth-centered civic engagement work, with the optimism and resilience to navigate challenging political environments while maintaining momentum and morale.
- Highly organized and systems-oriented with experience managing timelines, tracking deliverables, and maintaining accountability across projects and fundraising efforts.
- Commitment to equity, inclusion, and nonpartisan legal compliance with C3 and C4 work.
- Willingness to work nontraditional hours, including evenings and weekends during election cycles and major campaigns.

Preferred Qualifications

- Experience in nonprofit, advocacy, electoral, or movement-based communications rather than exclusively corporate communications environments.
- Experience writing grants, donor communications, impact reports, op-eds, talking points, press materials, or rapid response messaging.
- Experience supporting media preparation, spokesperson preparation, or press coordination.
- Familiarity with prospect research, donor tracking, and fundraising pipeline management.
- Experience analyzing digital communications metrics and using performance data to strengthen communications strategy and audience engagement.

Position Details

Position Status:	Full-time, Exempt
Location:	Miami, Florida
Reports to:	Executive Director
Compensation:	\$73,000
Benefits:	Employer-provided health, dental, and vision insurance Matching retirement contributions Generous PTO

Application Instructions

Applications will be reviewed and candidates invited to interview on a rolling basis with a priority deadline of June 5th. If interested in the position please apply as soon as possible. Not sure if you meet the qualifications? We’d still love to see your application!

To apply, email hire@engage.miami with the subject line **Full Name/ Position Title**, and include the following attachments as pdfs:

- Resume



- In lieu of a traditional cover letter, please provide a 1 page (maximum) draft donor facing email highlighting the organizations' impact, a case for renewing support or becoming a monthly donor, closing with a personal message your personal reason for joining the organization and your bigger 'why'.
- Highly encouraged: samples of relevant work, including social media series or posts, sample organizational reports or summaries, sample email series, communications plans, etc.

All ages are encouraged to apply. Engage Miami is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law. Assistance and/or reasonable accommodations during the application process are available to individuals upon request.