



## **Communications Manager**

### **Job Description**

#### **About Densho**

Densho is a nonprofit organization and community archives dedicated to preserving and sharing the history of Japanese American WWII incarceration to promote equity and justice today. Founded in 1996, Densho provides the most comprehensive online resource available on this important history. Through our extensive digital archives, online encyclopedia, and other educational resources, we aim to deepen public understanding, foster dialogue, and critical thinking, and educate future generations to help build a more equitable and just society.

#### **Position Overview**

Densho is seeking a creative, organized, and effective communicator, with demonstrated experience managing digital communications projects, to join our Fund Development and Communications team. This role will manage messaging and outreach efforts that support fundraising, communications, and broader engagement with our mission.

The ideal candidate is an experienced project manager, strong writer, and content strategist who can tell compelling stories that inspire action and deepen audience relationships. This position will also manage public-facing communications campaigns, maintain and regularly update Densho's website (WordPress), and provide support for design and multimedia work. They will take the lead on managing Densho's social media, eNews, and marketing, ensuring successful execution and reporting. This position will also write and review organizational materials, including project proposals, reports, educational resources, and other content.

Working under the direction of the Senior Development and Communications Manager, this role focuses on the day-to-day execution of Densho's communications. This position will also collaborate closely with the (Interim) Development Director, Development and Communications team members, program staff, and external partners.

#### **Key Responsibilities**

##### **Content Development & Management**

- Manage, plan, coordinate, and develop content for Densho's communications, including campaigns, appeals, newsletters, social media, and websites.
- Develop and evaluate content strategy, using performance metrics to guide improvements.

- Manage and maintain the editorial calendar, coordinating with staff, board members, and partners to ensure clear, realistic timelines and timely delivery of content.
- Oversee and support graphic design work, including designs for social media, eNews, websites, campaigns, as well as other digital and print materials.
- Oversee branding and messaging to ensure consistency across all public-facing communications.

### **Web Design & Maintenance**

- Maintain and regularly update Densho's WordPress website, including regular content updates, publishing new pages, and making basic design and layout changes.
- Advise on larger website improvements and redesigns, coordinating with internal and external contributors to plan and execute.
- Oversee and coordinate Densho's work with contractors, including WordPress consultants, web developers, and designers.

### **Fundraising & Donor Communications**

- Write and coordinate donor appeals (print and digital), impact reports, acknowledgements, and donor-facing stories.
- Work with program staff, board, partners, and donors to identify compelling narratives that connect supporters with Densho's mission.
- Collaborate with Development staff on fundraising campaign messaging and strategy.

### **Marketing & Public Relations**

- Lead Densho's marketing and communications strategy to drive engagement and donor support.
- Track and analyze marketing performance to recommend and refine outreach strategies and optimize donor and audience engagement.
- Support press relations and media engagement, including developing press releases.

### **Public Engagement & Outreach**

- Support storytelling efforts (e.g. community spotlights, oral histories, partner features) that reflect Densho's values and mission.
- Support public programming, by managing online event pages and registration, leading program promotion, and offering day-of technical support.
- Manage, coordinate, and respond to incoming emails and external communications, including content requests, media inquiries, critical messages, and other inquiries.

### **Strategy, Coordination, & Management**

- Lead and support project management for communications and marketing initiatives by developing timelines, coordinating cross-departmental workflows, setting priorities, and ensuring mission alignment.

- Work collaboratively across departments to align communications efforts with different teams' needs and organizational priorities.
- Manage project management platforms (e.g., Asana) and shared calendars to coordinate communications workflows, track project timelines, and ensure deadlines are met.
- Manage and support other Development and Communications team members, interns, and volunteers.

## Required Qualifications

Below are the competencies that will help an individual succeed in this role. All staff are expected to support Densho's efforts to cultivate a respectful, collegial, and inclusive work environment:

- Strong commitment to Densho's mission and values.
- Bachelor's degree or 5-7 years of experience in nonprofit communications, marketing, or digital engagement
- Excellent writing and editing skills across multiple formats and for diverse audiences
- Experience with digital tools including CRM systems and email platforms (Mailchimp)
- Experience maintaining and updating websites using WordPress or another CMS
- Proven ability to manage communications calendars and multi-channel campaigns to build organizational visibility
- Strong strategic thinker with excellent organizational and project management skills
- Excellent interpersonal skills with the ability to build and maintain internal and external relationships
- Collaborative, adaptable, and proactive in a team environment
- [Preferred] Experience managing press relations and external communications
- [Preferred] Experience with graphic design and basic design tools (e.g., Canva)
- [Preferred] Familiarity with Japanese American history or cultural organizations

## Compensation and Benefits

- Reports to: Senior Development and Communications Manager
- Location: This position offers the flexibility of being a hybrid role or it can be a fully remote position.
- Status: Full-time
- Compensation and Benefits: Salary is commensurate with relevant experience. The salary range for this role is currently budgeted at 70,000-80,000 (DOE). The midpoint of this range reflects a candidate that meets all of the required qualifications. This salary is consistent with Densho's internal compensation structure and reflects our commitment to pay equity across the organization. In addition, Densho offers a generous benefits package including:
  - Health, vision and dental plans;
  - Retirement plan matched 50 cents on the dollar up to 6%;
  - PTO starting at 17 days per year;
  - 12 paid holidays.

Densho provides a collaborative and inclusive work environment, with opportunities for staff development and professional growth, and meaningful and impactful work.

## Application & Hiring Process

Please include the following in a single file PDF, emailed to [jobs@densho.org](mailto:jobs@densho.org). **The deadline for applications is Monday, April 6, 2026, 11:59pm PT.**

- Please carefully review the required qualifications and submit the following: **(1) a resume or CV** that reflects your experience in communications, marketing, and management; **(2) a cover letter** that demonstrates why you are interested in this position and that includes links to at least two communications projects you have managed or produced; and **(3) 1-2 writing sample(s)** that reflect your writing style, skills, and/or past work (e.g., press release, publication, website description, grant proposal, etc.). *Optional:* Samples of digital design work.
- If you move forward with the process, we will be asking for 2-3 references. A criminal history background check will be conducted on the final candidate prior to beginning employment. A criminal background will not automatically eliminate you from consideration.

### Accessibility Accommodation

Densho provides accommodations, upon request, for candidates with disabilities during the application, interview, and hiring process - including options like alternate formats or interpretation services during the interview.

### Equal Opportunity Employer

Densho is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, sexual orientation, age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, or any other characteristic protected by applicable federal, state, and local laws. Densho is committed to providing a work environment free from discrimination and harassment.

Densho values the diversity of the people we hire and serve. Inclusion and diversity at Densho means cultivating a workplace in which individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths.