Communications Manager

October 2026

About GEO

Grantmakers for Effective Organizations (GEO) is a community of funders working to transform philanthropic culture and practice to center nonprofits and communities. Grounded in racial equity, we bring grantmakers together to build relationships, learn and put values into action.

At the heart of GEO is a membership community where grantmakers from across philanthropy build lasting relationships and navigate change together. Through conferences, peer communities, publications and practical resources, we create space for candid conversation, shared problem-solving and exploring new approaches.

Founded in 1997, GEO is a community of 6,000+ grantmakers across the United States and around the world. Learn more at www.geofunders.org.

Position Overview

The Communications Manager is responsible for managing execution and achievement of communications and marketing initiatives that support GEO's mission and priorities and that increase brand awareness and visibility across the philanthropic community.

The Communications Manager plays a central role in developing, improving and monitoring projects and processes across GEO's core communications activities and strategies, including writing and editing, digital media, web and email platforms and design. The Communications Manager brings strong strategic thinking and communications skills, takes initiative and independently manages multiple projects, collaborating across teams and making thoughtful recommendations to move work forward. This position reports to the Director of Communications. This position requires up to 10-15% of travel.

All positions at GEO are responsible for supporting the overall organization's strategic goals and mission aligned with our values and ways of being.

Classification

GEO recognizes a staff bargaining unit, 1199SEIU, affiliated with the United Healthcare Workers East. This position is included in GEO's bargaining unit.

Examples of projects you will have in this role include:

- **Develop and execute comprehensive communications and marketing plans** for GEO's programs and events, identifying target audiences, crafting compelling messaging and coordinating outreach to encourage participation.

- **Manage GEO's *Perspectives* blog**, working with external authors and partners to shape content ideas, provide editorial guidance and feedback, and move pieces from concept through publication. Support the development and production of other GEO publications and resources.

- **Manage GEO's editorial calendar and cross-team communications projects** in Asana, coordinating with colleagues and external partners to establish timelines, track deliverables, manage competing priorities and keep projects moving forward.

- **Manage day-to-day digital communications**, including creating and sending marketing emails, publishing LinkedIn content and updating GEO's website, while exploring new approaches to social media and audience engagement.

- **Provide communications, writing and editorial guidance** to colleagues across departments, helping develop clear, accessible and engaging content, shape messaging and recommend effective approaches for reaching GEO's audiences.

- **Strengthen GEO's storytelling capacity** by working across teams to develop processes for collecting member and partner stories, building a story bank and creating content that brings GEO's work and impact to life.

Minimum Qualifications

A minimum of 5 years of progressively responsible, relevant work experience in communications, or a combination of training, education and experience that demonstrates the ability to perform the duties for this position.

- Strong writing, editing, communications and strategic thinking, project management and research skills.
- Experience developing and executing communications or marketing plans, including audience-centered messaging and outreach.
- Experience managing the online presence of an organization (e.g., website, email marketing and social media) and familiarity with strategies for increasing supporter participation and engagement.
- Ability to work collaboratively with staff, external stakeholders and vendors.
- Ability to think creatively and proactively, exercise independent judgment and recommend effective communications approaches.
- Ability to manage multiple communications projects and meet due dates.
- Keen attention to detail and strong organizational skills.
- Strong communication, listening and interpersonal skills.
- High degree of personal integrity, ethics and demonstrated respect and sensitivity for cultural differences.
- Commitment to GEO's mission and values, including a willingness to learn and navigate differences with curiosity.
- Experience communicating about mission-driven work; philanthropy experience is a plus.

How to Apply

Interested applicants should apply on our jobs page here. A resume and cover letter are required to be considered for this position. In your cover letter, please address the following:

- Why are you a good fit for this position?
- Tell us about your experience managing multiple communication channels.
- What appeals to you about working at GEO?

We will begin to review applications the week of November 16th and continue to accept applications until the position is filled.

Note: The majority of the hiring process will be conducted virtually; however, with advance notice, candidates may be asked to participate in-person interviews.

Compensation and Benefits

GEO offers a competitive salary ($77,600-$94,399). The starting salary is based on the selected candidate's qualifications and relevant experience. To counter pay inequity and uphold internal parity, we use a nonnegotiable starting salary system, while benchmarking our pay to competitive markets.

GEO's generous benefits package includes but not limited to: 100 percent employer paid health/dental/vision insurance; 3 weeks of vacation, increasing to 4 weeks after two years of employment; office closure for federal holidays as well as a one-week summer break, summer Fridays and the last two weeks of the year; 12 sick days, 3 personal days, 1 volunteer day; a 7 percent employer retirement contribution; sabbaticals every 3 years of service; wellness benefits; telecommunications reimbursement; transportation benefits; a commitment to professional development and growth including annual funding for professional development; along with a Metro accessible office location in downtown DC.

Location: DC-area strongly preferred. GEO operates in a hybrid work environment.

Reasonable Accommodations

If you require reasonable accommodations during any part of the hiring process, please email wise@geofunders.org.

Equal Opportunity Employer Statement

Grantmakers for Effective Organizations is an equal opportunity employer. GEO is committed to equal employment opportunities in recruitment, hiring, promotion, training, compensation and disciplinary action with regard to the terms and conditions of employment. GEO does not discriminate on the basis of race, religion, national origin, color, age, sex, disability, veteran status, sexual orientation, gender identity, marital status, personal appearance, family responsibilities, matriculation, political affiliation or any other legally protected characteristic.