

National Scleroderma Foundation
POSITION DESCRIPTION

TITLE: Manager, Communications
DATE: September 3, 2026
STATUS: Full-time, Exempt
DIRECT SUPERVISOR: Director, Communications
DIRECT REPORTS: None
LOCATION: Remote

ABOUT THE FOUNDATION: A relentless force in finding a cure and improving the lives of people affected by scleroderma, the National Scleroderma Foundation advances medical research, promotes disease awareness, and provides support and education to people with scleroderma, their families, and support networks. The Foundation embraces an intentional organizational culture in which everyone can share openly and engage authentically. The Foundation boasts a network of 13 chapters and more than 50 support groups across the country. The Foundation has been recognized for its commitment to financial transparency and reporting with ten consecutive years of four-star ratings by Charity Navigator, and a platinum seal of approval by Candid.

POSITION SUMMARY DESCRIPTION: The Communications Manager will work closely with the Director, Communications to create, implement, and oversee all internal and external communications efforts of the Foundation, with an emphasis on content oversight and creation, communications planning, and social media management.

DUTIES & RESPONSIBILITIES:

- Leads the annual editorial plan to ensure message consistency and recommends opportunities for cross-promotion.
- Provides editorial support for key identity materials, e.g., the impact report, call for awards, all Foundation digital collateral, and donor acknowledgement pieces.
- Provides consultation to chapters and national departments regarding brand and style guidelines, including template and toolkit development.
- Writes and publishes articles for the website and other publications that promote Foundation programs and activities.
- Manages Foundation email platform and key email processes, including distribution list management, newsletter production and distribution, and other regular email content development.
- Updates Foundation website content and structure.
- Manages website content audit process, ensuring content remains updated and relevant.
- Leads Foundation-wide branding campaigns, including development of toolkits, design and production of merchandise, and ensuring organizational alignment.
- Plans and oversees Foundation's social media activities, presence, and campaigns.
- Monitors and analyzes communication success metrics providing recommendations for data-driven process and content improvements

- Monitors and tracks Foundation's media coverage, and assists the Director, Communications and Marketing with media outreach efforts.
- Any other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree, or equivalent experience in communications, public relations or marketing.
- 2-5 years of experience in a communications setting, with a strong background in digital communications.
- Excellent oral and written communication skills.
- Experience in graphic and digital design with a demonstrated ability to craft designs to meet strategic objectives and ensure brand alignment.
- Demonstrated ability to work on multiple projects while functioning as part of a cooperative team.
- Demonstrated ability to manage and coordinate large-scale campaigns from conception to post-implementation evaluation.
- Commitment to data-driven decision-making.
- Adobe Creative Suite experience preferred. Canva experience required.
- WordPress experience preferred.
- Experience working in a non-profit setting preferred.

WORKING CONDITIONS

100% Remote: Work is performed in a home office environment. The employee is responsible for maintaining a safe, professional, and secure home workspace with reliable high-speed internet access.

Core Hours & Flexibility: Regular business hours are required, with the flexibility to accommodate different U.S. time zones, evening committee meetings, and weekend events as necessary.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Sedentary Work:** Prolonged periods of sitting or standing at a desk and working on a computer (up to 8 hours per day).
- **Vision & Cognitive Function:** Clarity of vision at close range and the ability to view computer screens for extended periods. High cognitive capacity for complex problem-solving, budgeting, and strategic planning.
- **Communication:** Ability to frequently communicate, present, and exchange accurate information verbally and in writing with staff, board members, donors, and volunteers.

- Mobility & Travel: Expected 2-3x per year. Ability to navigate airports, train stations, and hotels independently. Capacity to lift, carry, and manage personal luggage and transport event materials (up to 40 lbs.) during travel.

SUBMITTING MATERIALS

Candidates wishing to apply for this position should complete the [form at this link](#) or email a resume and cover letter to talent@scleroderma.org. Attachments/links to work samples/examples are welcome.

The National Scleroderma Foundation seeks to promote gender equality and increase diversity, in all its forms. We know that our greatest strengths come from the people who make up our team. We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. The National Scleroderma Foundation complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities or conducts business. This is not a contract. The description and duties as they relate to this position are subject to change as reasonable business necessity dictates. In the event of such changes, a new job description may be created.