

# Communications Manager

## OVERVIEW:

The Communications Manager is responsible for representing Maloney Properties, Inc. professionally at public events, preparing written materials, coordinating production of company publications, including traditional and new media efforts, maintaining up-to-date communication materials including; proposals, newsletters, fact sheets, promotional materials, website content and appearance and assisting in special events.

## RESPONSIBILITIES:

- **Company Publications** – Coordinates the production of all Company correspondence including proposals for new business, company newsletters, fact sheets, program sheets, flyers, position papers and promotional material; works with senior staff to identify stories, establish schedule, edit and write articles, promotional materials and other documents, and identify photographs to be included; works with graphic designers and printers to produce materials with high-quality visual and written content;
- **Community and Media Relations** – Writes and promotes media releases regarding, company's success stories, special interest stories, fundraising efforts and company happenings. Develops relationships with reporters (print and otherwise) and columnists. Actively seeks opportunities to increase MPI's name recognition through public relations and media placements. Coordinates, schedules, and follows up on community speaking opportunities for MPI Senior Staff. Maintains promotional materials for various meetings and events;
- **Electronic Media and Marketing** – Generates content and maintains company website. Ensures web information is relevant to a variety of audiences, including residents, clients and property owners, and the general public. Coordinates the dissemination of internal communications on the intranet to keep staff informed of MPI's meetings, trainings and other information as needed. Works with staff throughout the organization to keep information up to date and of high quality and attractive content;
- **Social Media** – Oversees the social media presence of the company on various platforms, including but not limited to Facebook, Twitter and LinkedIn. Creates and manages MPI's social media message in conjunction with the MPI Department Heads, Property Managers and site staff.
- **Special Events** – Assists with special events such as Corporate Celebrations, Employee Appreciation Incentive Programs, prepares invitations, program booklets, signage, talking points, etc.;
- Other duties as assigned.

## QUALIFICATIONS:

- Excellent writing skills
- High competency with Microsoft Office, web publishing & other electronic and communications productivity tools.
- Proven ability to produce high-quality products with both words and images

- Commitment to excellence
- Demonstrated strong interpersonal skills in order to function in a courteous, professional, and friendly manner
- Able to attend evening events and occasional weekend events
- Demonstrated ability to work well in a fast-paced environment, manage multiple complex tasks at once, anticipate and identify problems, and suggest solutions in a timely manner
- Detail-oriented, organized, and team-oriented work style
- Experience networking with press and media contacts
- BA/BS in a communications, writing or related field and/or three years professional experience in communications/public relations industry required

We are seeking candidates that speak and write English. Bilingual applicants preferred.

The successful individual will have a strong desire to be part of a true, diverse team and to work in an environment that fosters learning and professional development through interaction with other property management professionals in a stable and growing company. The successful candidate will have had a positive experience of working as part of a team of professionals. Maloney Properties has a proven track record in employee development and sees its employees as its future leaders. Maloney Properties is an Equal Opportunity Employer.

Maloney Properties, Inc. specializes in the management and marketing of large residential properties. Currently, Maloney Properties is involved with over 85 housing developments containing over 8,500 units of housing. These properties, consisting of townhouse communities and luxury high-rise developments are primarily located in Boston, and the Greater Boston area. Maloney Properties, Inc. also manages several large residential communities in the States of Vermont, Rhode Island and New Hampshire.

At Maloney Properties, we offer our employees a competitive salary and benefits package that includes a 401(k) plan, medical and dental insurance, life and long-term disability benefits, paid sick time, paid company holidays and paid vacation, recruitment bonus benefits, confidential employee assistance programs and tuition reimbursements. EOE

**Interested candidates should apply online via:**

<https://www.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=213386>