



JOB DESCRIPTION:

Content Creation Manager

Updated Jan. 18, 2023

ABOUT FM CIVIC

[FM Civic](#) partners with leaders of business, government and nonprofit organizations to impact community across the Pacific Northwest. We are project managers and specialists in the civic space, building initiatives that create community outcomes that matter. Our work supports businesses to lead with community investments, governments to achieve excellence with inclusive civic engagement, and nonprofits to change lives with projects that make our communities thrive.

Our firm is a [values-based organization](#) that intentionally manages projects via a contract-only model. We hire independent entrepreneurs who are experts in their fields. This allows us to provide exceptionally high-quality services to our clients, and furthers our goal of supporting independent business owners, especially women and minorities, to build professional autonomy and financial success through their own businesses.

THE ROLE

FM Civic is now seeking an experienced contract partner to provide **high-quality content creation and project management** for multiple initiatives across the Pacific Northwest.

The content creation manager will work closely with FM Civic owner Erin Foote Morgan, project teams, and clients on projects pertaining to public affairs, affordable housing policy, fundraising and development for nonprofits, corporate social responsibility initiatives, strategic philanthropy, strategic communications, outreach and engagement, and legislative affairs among others.

The content creation manager will be responsible for:

- Helping to create and execute strategic plans and work plans
- Set meeting agendas, track action items and manage work flow
- Assist in supporting and managing other contract partners
- Taking the lead on client communications and providing direct troubleshooting support
- Develop content of all types, including press releases, blogs, emails, newsletters, white papers, talking points, social media content, news articles and more for a variety of audiences including media and the general public.

This role offers a high degree of flexibility in scheduling and task management approaches, as well as room for growth in responsibility and pay.

THE IDEAL CANDIDATE

The ideal candidate for this role is a seasoned communications professional with experience in leadership positions, and preferably with some experience in public affairs, media engagement or community outreach. Ideal candidates are organized, passionate about their craft, love working in a growth-mindset environment, and enjoy partnering with team members, including our [current FM Civic partners](#).

SPECIFICS

- **Reports to:** Erin Foote Morgan, FM Civic owner and principal
- **Rate of pay:** Variable based on experience. We pay above standard industry rates in order to secure strong partners and provide the highest quality service possible to our clients. Payment will be provided once per month within 10 days receipt of contractor's invoice. Contractor will be issued a form 1099 annually, and shall not be considered an employee for any purposes.
- **Location:** The majority of work will be completed at the location of contractor's choice. However, regularly scheduled meetings are required, which could be conducted either by video call or in-person.
- **Hours and schedule:** Hours are anticipated at 20-30 hours per month to begin, which opportunity for growth. The contractor shall have control over their hours of work, as long as mutually agreed-upon deadlines are met, and necessary meetings and events are attended.

NEXT STEPS

- Please send inquiries regarding this role to Erin Foote Morgan at hello@fmcivic.com.
- Cover letter, resume and samples of work are helpful and appreciated, though not required to kick off a conversation.