

Established in 1977, Alexandra House is one of the largest, comprehensive, domestic and sexual violence organizations in Minnesota; and the only one in Anoka County. We offer a continuum of services to victims and survivors of domestic violence, sexual violence, dating violence, and abuse in later life. We value diversity and are looking for the right candidate to join our fun and hardworking team!

Communications & Marketing Specialist

Alexandra House is seeking a full-time Communications & Marketing Specialist to lead and execute strategic communications, marketing, branding, and storytelling efforts that advance awareness of our mission, strengthen community engagement, and support fundraising initiatives. This position works closely with the Mission Advancement team, program staff, community partners, and organizational leadership to ensure consistent, trauma-informed messaging across all communication channels.

Primary Responsibilities

- Develop and manage Alexandra House's annual communications and marketing calendar, aligning messaging with fundraising campaigns, awareness months, special events, and organizational priorities.
- Lead the creation and production of major communication materials including annual reports, impact reports, newsletters, donor communications, sponsorship materials, and community education resources.
- Maintain and strengthen Alexandra House's brand identity by ensuring consistency across all print, digital, social media, website, and event materials.
- Develop, write, edit, and distribute internal and external communications, including public statements, talking points, media materials, and organizational announcements.
- Manage and maintain the Alexandra House website, ensuring content remains accurate, accessible, current, and aligned with organizational messaging.
- Develop and implement social media strategies, create engaging content, monitor performance metrics, and increase community awareness and engagement.
- Produce and distribute email marketing campaigns and e-newsletters while tracking analytics and identifying opportunities for improvement.
- Design and produce professional marketing collateral, including brochures, flyers, infographics, event materials, sponsor packages, and promotional resources.
- Coordinate with external vendors, printers, and partners to support production and distribution of marketing materials.
- Support fundraising efforts by developing communications strategies, campaign materials, donor appeals, sponsorship packages, and event promotions.
- Collaborate with staff across departments to gather stories, program outcomes, and impact data that highlight the work of Alexandra House in a respectful, survivor-centered manner.
- Support community outreach efforts, awareness campaigns, tabling events, and educational initiatives that increase visibility of Alexandra House services.
- Track communications and marketing performance metrics and utilize data to strengthen engagement and outreach efforts.
- Provide coordination and direction for communications-related projects and serve as a primary point of contact for organizational marketing requests.

Alexandra House is an equal opportunity organization, committed to diversity and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Survivors and candidates from all backgrounds are encouraged to apply.

- Support organizational initiatives that advance diversity, equity, inclusion, accessibility, and culturally responsive services.

Minimum Qualifications

- Bachelor's degree in Communications, Marketing, Journalism, Public Relations, or a related field; or an equivalent combination of education and professional experience.
- Minimum of three years of professional experience in communications, marketing, public relations, digital media, or a related field.
- Strong writing, editing, storytelling, and communication skills with the ability to adapt messaging for multiple audiences.
- Experience managing social media platforms, website content, email marketing campaigns, and digital communications.
- Proficiency with graphic design platforms such as Canva and/or Adobe Creative Suite.
- Experience utilizing website content management systems such as WordPress or similar platforms.
- Strong organizational and project management skills with the ability to manage multiple priorities and deadlines independently.
- Demonstrated ability to collaborate effectively with diverse stakeholders, community partners, and interdisciplinary teams.
- Commitment to working with individuals from diverse cultural, ethnic, social, and economic backgrounds.
- Valid driver's license, reliable transportation, and ability to travel throughout Anoka County.

Preferred Candidate Qualifications

- Experience working within a nonprofit organization, social services agency, or mission-driven environment.
- Experience in creating fundraising, donor engagement, and sponsorship communications.
- Knowledge of domestic violence, sexual violence, elder abuse, or trauma-informed communication practices.
- Experience with video creation, editing, and multimedia storytelling.
- Experience supervising projects, coordinating workflows, or providing directions to staff and volunteers.
- Knowledge of website analytics, email marketing analytics, and social media performance reporting.
- Bilingual or multilingual skills, particularly Spanish, Somali, Arabic, Oromo, Hmong, or ASL.

Starting Salary Range

\$60,416 - \$66,458 DOQ with a full benefit package including free virtual health care and counseling with qualified health plan, dental, vision, retirement plan with 3% match, vacation and medical accrual, 10 recognized holidays, 3 floating holidays, and 1 birthday holiday.

Hours

Generally, Monday through Friday during regular business hours, 8:00am – 4:30pm, with flexibility to work occasional evenings and weekends to support fundraising events, awareness campaigns, community outreach activities, and organizational needs. Alexandra House has a hybrid environment—both in-person and from home.

How to Apply

Please submit a cover letter and resume Attn: Human Resource Director at employment@alexandrahouse.org
Accepting applications until June 26th, 2026. Please also apply
at https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=7175842

No phone calls or emails please. This email address is only for receiving resumes. Qualified applicants will be contacted within three business days after resumes are received.

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