

THE PETER AND ELIZABETH C. TOWER FOUNDATION

Communications Manager

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ABOUT THE TOWER FOUNDATION

The Peter and Elizabeth C. Tower Foundation is a private family foundation based in Getzville, New York. The Foundation is committed to improving the life outcomes of young people with intellectual disabilities, learning disabilities, mental illness, and/or substance use disorders. Grounded in the values of partnership and humility, the Tower Foundation works in deep collaboration with grant and community partners, centering their voices and elevating their work rather than the institution itself.

As we grow, we're creating this new position to bring greater strategy and consistency to our communications while staying true to this partnership-centered approach. We need someone who understands that our communications should strengthen our standing by spotlighting the work of our partners and the voices of community members.

ABOUT THE ROLE

We're looking for a versatile, strategic, and detail-oriented **Communications Manager** who can serve as both architect and builder of the Tower Foundation's communications presence—comfortable developing a comprehensive strategy and executing the day-to-day work to bring it to life. This role is perfect for someone energized by a nimble organization where you'll directly shape how the Foundation presents itself to the world.

WHAT YOU'LL DO

Strategic Communications

- Develop and implement a communications strategy that centers grant partners and elevates community voices.
- Ensure all communications reflect the Foundation's values: partnership, humility, and reducing power dynamics.
- Work with leadership to develop messaging supporting the Foundation's advocacy and systems change strategy.
- Manage the Foundation's website, social media, newsletters, email campaigns, and Annual Highlights.

Content Creation

- Write, edit, and enter content for digital platforms and the Foundation's Annual Highlights.
- Create visual assets including graphics, presentations, and social media content.
- Develop publications, reports, and other communication materials.
- Tell stories that highlight collaborative work with grant partners and funder collaboratives.

Relationship Building & Analysis

- Tailor messaging for diverse audiences: grantees, partners, donors, and community leaders.
- Draft press materials and cultivate media relationships when appropriate.
- Monitor communication metrics, evaluate effectiveness, and manage the communications budget.

WHO YOU ARE

- **Aligned with our values:** You believe in partnership over hierarchy, centering community voices, and leading with humility.

- **Master of multiple mediums:** Equally comfortable writing a strategic plan, drafting a compelling email, designing graphics, and managing a website.
- **Strategic Architect and Builder:** You can develop a communications strategy from scratch and personally execute every component with excellence.
- **Collaborative Self-Starter:** You take initiative and drive work forward independently while actively seeking collaboration where it enhances outcomes.
- **Perceptive Communicator:** Strong interpersonal skills and situational awareness to navigate sensitive power dynamics and adapt your style for diverse audiences.
- **Excellent Writer:** Clear, compelling, and error-free writing across different audiences and formats.

WHAT YOU BRING

Experience & Education

- **Professional Maturity:** 5–8+ years of experience with the sound judgment for nuanced social impact communications decisions.
- **Sector Expertise:** Deep understanding of the nonprofit or foundation landscape and social impact communications.
- **Advanced Storytelling Skills:** Exceptional writing and editing abilities; capable of turning complex systems-change work into compelling, human-centered narratives.

Skills & Personal Qualities

- Exceptional writing, editing, and storytelling; strong visual communication and design skills
- Proficiency with graphic design tools (Canva, Adobe Creative Suite, or similar) and website CMS
- Experience with email marketing platforms, social media management, and analytics
- Strong project management; excellent judgment, integrity, and emotional intelligence
- Initiative, accountability, creative problem-solving, and a positive attitude

THE DETAILS

Location	Getzville, NY (in-office position)
Salary Range	\$75,000 – \$90,000
Benefits	Comprehensive health insurance and retirement plan, generous PTO, and professional development opportunities
Travel	Local and occasional regional travel, including annual travel to Massachusetts for Trustee meetings
Hours	Full-time (~40 hours/week); occasional evening or weekend hours for events

TO APPLY

Please submit the following materials to jobs@thetowerfoundation.org with the subject line "**Communication Manager**":

- Resume
- Cover letter explaining your interest and qualifications
- Portfolio or links to communications work you've created (optional but encouraged)

The Tower Foundation is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, marital status, military or veteran status, sexual orientation, gender identity or expression, familial status, domestic violence victim status, arrest or conviction record, predisposing genetic characteristics, or any other characteristic protected by federal, New York State, or local law. We encourage applications from candidates of all backgrounds and experiences.