



CONSTELLATION FUND

*Finding the Stars and Connecting the Dots in the
Fight Against Poverty in the Twin Cities*

www.constellationfund.org

POSITION PROFILE

Communications Specialist

CONTRACT POSITION

Up to 20/hours week

Hybrid or remote

COMPENSATION

Salary Range: \$50 - \$70/hour

APPLICATION TIMELINE

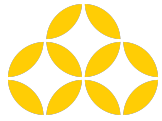
We are accepting and reviewing applications on a rolling basis through Friday, Oct. 16, 2026

CONTACT

Cori Mattli

Senior Communications Manager

jobs@constellationfund.org



ORGANIZATIONAL OVERVIEW

The Constellation Fund is a poverty-fighting organization in the Twin Cities that invests philanthropic resources into nonprofits shown to be raising the living standards of individuals and families experiencing poverty. Constellation takes an outcome-based approach to this critical effort, prioritizing evidence over anecdotes to find, fund, and empower poverty-fighting service providers shown by evidence to be creating transformational impact in our community.

With one-in-five residents of the Twin Cities living in poverty, our philanthropic community must strategically focus its resources on the interventions providing the largest poverty-fighting impacts. We center our work accordingly. This begins by raising philanthropic resources from a growing community of generous donors. Since our Board of Directors underwrites Constellation's operating costs, 100% of every donation to Constellation is invested within twelve months into the impactful poverty-fighting organizations in our portfolio of nonprofit grantees. To build that portfolio, we use modern analytical tools alongside on-the-ground insights to understand what evidence indicates is working best. Once selected, our grantee partners receive significant financial investments as well as access to unparalleled capacity-building support from leading companies to help deepen the impact of their work and of your generosity.

This deliberate process continually repeats itself, all designed to rigorously identify and holistically empower our community's top poverty-fighting service providers.

Learn more at www.constellationfund.org



POSITION PROFILE | Communications Specialist

SUMMARY

The Constellation Fund is seeking a Communications Specialist to support external communications on a part-time, contract basis (20 hours/week). This is a broad role well-suited to someone who enjoys variety — moving between design, platform management, and writing within the same week.

You'll be the steady hand behind the day-to-day production of our communications: designing graphics and emails, uploading and publishing across our digital channels, and drafting/editing content. This role reports to the Senior Communications Manager.

ESSENTIAL RESPONSIBILITIES

DESIGN (40%)

- Create basic graphics and layouts in Canva and Adobe InDesign for social posts, emails, and simple print/digital materials
- Maintain visual consistency with our brand guidelines

PUBLISHING & PLATFORM MANAGEMENT (30%)

- Format and upload blog posts to WordPress, including basic formatting, images, and SEO-friendly elements (tags, meta descriptions, etc.)
- Build and schedule social media posts using Hootsuite across relevant platforms (e.g., LinkedIn, Instagram, and Facebook)
- Design and build email campaigns in Mailchimp, including layout, copy placement, and list segmentation as needed
- Monitor scheduled content to confirm accurate, timely publishing
- Gather platform data analytics for performance reports

CONTENT DEVELOPMENT (25%)

- Help draft or edit blog posts, email copy, and social media content for both Constellation and CoLab
- Under the direction of the Senior Communications Manager, translate program updates, impact stories, and organizational news into clear, audience-appropriate content
- Support occasional print or digital collateral needs (one-pagers, flyers, social graphics)

COORDINATION (5%)

- Utilize a shared content calendar to track deadlines and publishing schedules

- Communicate proactively about workload and timelines
- Participate in regular check-in calls and occasional team meetings

COMPETENCIES

- Experience working with mission-driven or nonprofit organizations
- An strong eye and skill for visual design
- Strong written and verbal communication skills, including proofreading and editing
- Works well with a small, hybrid team; self-starter and highly motivated
- Emotional intelligence and strong interpersonal skills
- Excellent attention to detail

DESIRED QUALIFICATIONS

- 1–3+ years of experience in communications, marketing, or a related field (nonprofit experience a plus, not required)
- Strong graphic design skills and working proficiency in Canva and Adobe InDesign for basic design tasks
- Experience with WordPress (or similar CMS) for publishing content
- Experience with Hootsuite (or comparable social media scheduling tool)
- Experience with Mailchimp (or comparable email marketing platform)
- Strong organizational skills and comfort managing overlapping deadlines
- Familiarity with basic SEO best practices a plus

COMPENSATION

Hourly range: \$50 - \$70/hour, depending on experience

Applicants must be currently authorized to work in the United States without the need for sponsorship.

THE CONSTELLATION FUND IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

The Constellation Fund is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Applicants from underrepresented backgrounds in philanthropy and applicants who identify as low-income are encouraged to apply.