MassINC & *CommonWealth* magazine Web Developer

MassINC is looking for a Web Developer to design, develop and maintain the continuity of the MassINC and *CommonWealth* magazine websites. This person must work hands-on with *CommonWealth* writers, MassINC staff and outside engineers to maximize the value of our online content, our users' experience, and the organization's mission.

Principal Responsibilities: Website design & maintenance and social media strategy

Responsibilities:
- Assume primary responsibility for web design and publishing content, which includes:
    - Managing and creating all phases of design from conception to execution
    - Gathering content from our internal writers and publishing content to our websites
    - Providing minor editorial work on this content prior to publishing
- Act as the key coordinator for all website updates.
- Provide focus for keeping web information current, organized, and compelling by staying closely linked with content providers and updating web pages as appropriate.
- Make recommendations for methods to keep the site information accurate and timely.
- Provide training and assistance to other employees within the organization as it relates to CMS, CRM, Email marketing, and other web related activities.
- Work with our web development firm to coordinate updates and enhancements to our web assets.
- Ensure that the website accurately reflects the focus and functionality of the organization, and provides our online user community with relevant information and useful content.
- Execution of our online email marketing campaigns.
- Stay informed of all research, journalism and civic event initiatives in order to advise and implement timely social media strategies.
- Administer our organizations entire online social media efforts.
- Create documentation and internal manuals that will create standard operating and data organization procedures for all websites and associated technology related topics.

Qualifications:
- 2-3 years of experience managing websites (media website management a plus)
- Interactive and web-based graphic design experience required (In-print experience a plus)
- Must have a working knowledge of HTML and Adobe Photoshop
- Firm grounding in design principles, information design, user interaction, architectures and hierarchies
- In-depth knowledge of Content Management Systems (Sitecore experience a plus)
- In-depth knowledge of Customer Relationship Management (CRM) software (Salesforce experience a plus)
- Knowledge of various email marketing platforms (Vertical Response a plus)
- Must demonstrate an in-depth knowledge of social media strategy and its interaction with organizations ongoing activities.
- Highly developed written and verbal communication skills
- Must be a self-starter with a demonstrated ability to take initiative and work independently
- Must possess strict attention to detail

- Must be passionate about the mission of MassINC and *CommonWealth* magazine (political junkies welcome).

Compensation:
- Your compensation for this position will consist of a competitive salary and participation in company provided benefits.

To apply, please email your resume and a cover letter to amiddle@massinc.org.