**Community Engagement Manager, arXiv, Cornell Tech**

**remote type**

Hybrid Remote

**locations**

New York City (Cornell Tech)

**time type**

Full time

**posted on**

Posted 30+ Days Ago

**job requisition id**

WDR-00037212

*Cornell University embraces diversity and seeks candidates who will contribute to a climate that supports students, faculty and staff of all identities and backgrounds. We strongly encourage individuals from underrepresented and/or marginalized identities to apply.*

**Cornell's Culture of Inclusion and Community Standards**

As a university founded to be a place where “…any person can find instruction in any study,” diversity and inclusion are at the core of our values and mission. We strive to be a welcoming, caring, healthy, and equitable community where students, faculty, and staff with different backgrounds, perspectives, abilities, and experiences can learn, innovate, and work in an environment of respect, and feel empowered to engage in any community conversation. As a member of the Cornell University community, it is important to recognize our shared responsibility to each other to cultivate a culture of inclusion for all.

As an individual contributor you will model and support a culture of diversity, equity, inclusion, and wellbeing and continually seek to understand how your role, behaviors, and actions impact the success of this culture. While position responsibilities vary greatly, the Skills for Success and Leadership Skills for Success are foundational to what is expected of every employee and leader working at Cornell.  These skills are essential for individual and organizational success.

We offer competitive compensation, generous time-off, and great benefits

**About arXiv**

Started in August 1991 and located at Cornell University since 2001, arXiv.org is an open access research sharing platform for scholarly articles. The e-print repository has transformed the scholarly communication and knowledge dissemination of multiple fields of physics, mathematics, computer science, quantitative biology, quantitative finance, and statistics, electrical engineering, systems science, and economics as new subject domains. arXiv is a global resource, with 70% of institutional use coming from countries other than the USA. arXiv resides in Cornell Tech with staff and faculty collaborations spanning both Ithaca and New York City campuses.

We are looking for a self-starter with an entrepreneurial mindset to be our next Community Engagement Manager. Reporting to the Program Director, the arXiv Community Engagement Manager is part of the arXiv leadership team, together with the Faculty Director, Program Director, Scientific Director, Technical Director, and Head of Operations. The Community Engagement Manager is responsible for defining and implementing arXiv’s communication strategy and managing and expanding our membership and sponsorship programs, which contribute significantly to arXiv's revenue.

**Job Summary**

While position responsibilities vary, every member of our community is expected to foster a culture of belonging and a psychologically healthy work environment by communicating across differences; being cooperative, collaborative, open, and welcoming; showing respect, compassion, and empathy; engaging and supporting others regardless of background or perspective; speaking up when others are being excluded or treated inappropriately; and supporting work/life integration of oneself and others.

Responsibilities of the Community Engagement Manager primarily fall into three areas.

**Manage Organization Communications (50%):**

* Serve as a creative communications strategist, leveraging emerging communications trends, research, and techniques to connect to key audiences and stakeholders around the globe; develop campaigns to support arXiv’s mission, vision, project goals, and brand identity.
* Act as public relations point of contact for arXiv and engage with key stakeholders, such as journalists, media, and other academic institutions.
* Assure exceptional integrity, quality and accuracy in communications; manage content creation for marketing materials (collateral, newsletters, press releases, digital content, social media and more).
* Organize, schedule, and manage digital events, including webinars and workshops.
* Develop annual reports for leadership groups, including arXiv Members, arXiv advisory committees, and Cornell stewardship.
* Develop internal communications strategy to support staff in carrying out arXiv’s mission, vision, and project goals.
* Coordinate with Cornell University’s communications team (within the Division of University Relations) to ensure alignment with university-wide media relations, branding and related communications protocols.

**Manage Membership and Sponsorship (40%):**

* Develop, manage, and maintain successful relationships with arXiv stakeholders in academic libraries and library consortia, professional societies, research institutes, and other mission-aligned organizations to ensure a thriving membership and sponsorship program.
* Develop a communication strategy and benefit package to maintain engagement with members, affiliates, and sponsors.
* Cultivate relationships through in-person meetings, webinars, and other outreach and develop marketing materials.
* Organize and supervise the invoicing workflow throughout the year to ensure timely payment from all members, sponsors and affiliates; liaise with colleagues across Cornell as needed for financial reporting.
* Respond to current and prospective member inquiries regarding membership benefits, membership agreements, and usage data.

**Fundraising Support (10%):**

* Organize and implement giving campaigns to solicit support from individual arXiv users.
* Assist with grant writing and reporting.

*This is a full-time, benefits-eligible 3-year term position with the possibility of renewal The primary work location for this role is at the Cornell Tech campus on Roosevelt Island in New York City. This position is hybrid, which involves working at least 3 day(s) per week on campus. The flexible work schedule is subject to change according to the needs of the business.*

*Visa sponsorship is not available for this position.*

**Minimum Qualifications**

* Bachelor’s degree and 3 – 5 years’ experience in scientific communication or communications targeting the academic library and scholarly communication communities.
* Experience building membership programs for nonprofits.
* Excellent written and oral communication skills with a demonstrated ability to communicate successfully with scientists and other specialists as well as generalists.
* Proficient in using CRM and invoicing software (e.g., Salsa, Quickbooks, etc.) and/or an aptitude for learning new systems.
* Experienced using common software programs, e.g., Microsoft Office Suite, Adobe Creative Suite, WordPress etc.
* Highly organized and detail-oriented, flexible and collaborative with proven ability to prioritize and manage multiple tasks simultaneously.
* ​Experience in and/or demonstrated commitment to supporting diversity, equity, access, inclusion, and wellbeing.
* Experience incorporating the perspectives of multiple communities, including communities of color.
* Ability to cultivate and develop inclusive and equitable working relationships with students, faculty, staff, and community members.

**Preferred Qualifications**

* Master's degree in information science, communications, or other related discipline.
* Demonstrated knowledge of business development, specifically for nonprofit organizations.
* Has a curated portfolio of PR contacts, including scientific journalists and the scientific media sources.
* Understanding of and experience working with the academic library community.
* Knowledge of data analytics and reporting suites (Google Analytics, Tableau).
* Basic understanding of GitHub and Jira.

**University Job Title:**

Communication Spec III

**Job Family:**

Communications/Marketing

**Level:**

F

**Pay Rate Type:**

Salary

**Pay Range:**

$70,587.00 - $91,572.00

**Remote Option Availability:**

Hybrid Remote

**Company:**

Endowed

**Contact Name:**

Evelyn Gordon

**Job Titles and Pay Ranges:**

**Non-Union Positions**

Noted pay ranges reflect the potential pay opportunity for each job profile. The hiring rate of pay for the successful candidate will be determined considering the following **criteria:**

* Prior relevant work or industry experience
* Education level to the extent education is relevant to the position
* Unique applicable skills
* Academic Discipline (faculty pay ranges reflects 9-month annual salary)

To learn more about Cornell’s non-union staff job titles and pay ranges

**Union Positions**

The hiring rate of pay for the successful candidate will be determined in accordance with the rates in the respective collective bargaining agreement. To learn more about Cornell’s union wages,

**Current Employees**:

If you currently work at Cornell University, please exit this website and log in to [Workday](https://www.myworkday.com/cornell/d/home.htmld) using your Net ID and password. Select the Career icon on your Home dashboard to view jobs at Cornell.

**Online Submission Guidelines:**

Most positions at Cornell will require you to apply online and submit both a resume/CV and cover letter.  You can upload documents either by “dragging and dropping” them into the dropbox or by using the “upload” icon on the application page. For more detailed instructions on how to apply to a job at Cornell,

**Employment Assistance:**

For general questions about the position or the application process, please contact the Recruiter listed in the job posting or email [mycareer@cornell.edu](mailto:mycareer@cornell.edu).

If you require an accommodation for a disability in order to complete an employment application or to participate in the recruiting process, you are encouraged to contact Cornell University's Office of Institutional Equity and Title IX at voice (607) 255-2242, or email at [equity@cornell.edu](mailto:equity@cornell.edu).

Applicants that do not have internet access are encouraged to visit your local library, or local Department of Labor. You may also visit the office of Workforce Recruitment and Retention Monday - Friday between the hours of 8:30 a.m. – 4:30 p.m. to use a dedicated workstation to complete an online application.

**Notice to Applicants:**

Please read the required Notice to Applicants statement by [clicking here](https://hr.cornell.edu/important-notice-applicants). This notice contains important information about applying for a position at Cornell as well as some of your rights and responsibilities as an applicant.

**EEO Statement:**

Diversity and Inclusion are a part of Cornell University’s heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans and Individuals with Disabilities. We also recognize a lawful preference in employment practices for Native Americans living on or near Indian reservations. Cornell University is an innovative Ivy League university and a great place to work. Our inclusive community of scholars, students, and staff impart an uncommon sense of larger purpose, and contribute creative ideas to further the university's mission of teaching, discovery, and engagement.