



Kendall Square Association Communications Manager

About Kendall Square Association

The Kendall Square Association (KSA) is a nonprofit organization with more than 150 member organizations across Kendall Square. From tech and life science to local nonprofit organizations, independent restaurants, launchpads, research institutions, and startups, KSA represents the whole Kendall ecosystem.

Our mission is to connect people and build community, elevate and amplify the game-changing work that happens here, and advocate for the needs of our members.

Position Description

Reporting to the Executive Director, the Communications Manager will have the opportunity to join a small team that serves our high-performing, collaborative membership across Kendall Square. We are looking for an energized, engaging communicator who is comfortable thinking outside the box on how KSA amplifies, promotes, and supports the Kendall Square ecosystem.

This is a full-time position. Some remote work is possible, with four days per week in person in our Cambridge, MA office. Occasional evening and weekend work is required.

QUALIFICATIONS

- 2 - 4 years relevant experience
- Exceptional organizational and prioritization skills
- Ability to manage multiple projects simultaneously
- Proficiency using Google Workspace and Google Drive
- Willingness to learn internal KSA technology tools
- Prior experience in communications is strongly preferred

SUMMARY OF RESPONSIBILITIES

In this role, you will:

- Implement communications, member engagement, and marketing campaigns to meet KSA goals
- Wear many hats as a communicator and member of a small team stewarding our members, building community, and sharing Kendall Square stories within our ecosystem and across the world
- Be creative, innovative, and willing to embrace technology thoughtfully and intentionally
- Ensure consistent use of the KSA brand, brand guidelines, and standards
- Produce content for KSA channels
- Track and analyze communications data and reach

RESPONSIBILITIES

STRATEGIC COMMUNICATIONS. In collaboration with the Executive Director and KSA colleagues, you will continue the development and implementation of KSA's strategic communications plan to broaden awareness of Kendall Square and strengthen the organization's brand identity across key stakeholder audiences. With support from your KSA colleagues, you will:

- Be responsible for communications across KSA's channels, including KSA's website, newsletters, and digital communications
- Create key messages and graphics based on KSA priorities throughout the year, including for KSA events
- Ensure cohesive messaging consistent with KSA branding across all channels
- Develop collateral to support KSA communications and marketing strategies
- Update, refresh and maintain KSA's website, including the Kendall Calendar
- Conceptualize, build, and maintain KSA's weekly newsletter, and amplify key newsletter items and more on social media platforms (IG and in collaboration with the Executive Director, LinkedIn)
- Monitor and report on content performance and impact using analytics (SurveyMonkey, Google, MailChimp, LinkedIn, IG)
- Manage vendors to achieve project goals
- Organize and maintain KSA content files, including image and video assets
- Help manage relationships with key media outlets
- Identify and respond to communications opportunities and challenges

MEMBER SUPPORT AND ENGAGEMENT. With your KSA colleagues, you will:

- Build and maintain a network of communications, media, and event planning contacts within member organizations to enhance KSA's storytelling
- Support the stewardship of KSA members and connecting with members approval for content featuring their achievements, awards, and news
- Track news on KSA members, prospective members, and related organizations and individuals
- Respond to members' communications-related requests
- Attend KSA and KSA member events and programs

Salary Range/Compensation

- Based on the applicant's experience, starting salary may range from \$55,000 to 65,000 annually
- Benefits include paid holidays and generous paid time off
- Benefits include dental, health, & vision insurance, as well as a 401K match option

SUBMISSION DETAILS

If interested, please email cecelia@kendallsquare.org, with **one PDF document** (no more than three pages) that includes your resume and a cover letter. This position was posted on April 30, 2026. Applications will be reviewed in the order in which they are received until the position is filled.

At KSA, we are committed to diversity, equity, and inclusion because we are passionate about helping our members achieve breakthrough results. An organization that reflects the diversity of our clients and their beneficiaries will produce deeper relationships, engagement, and insights. KSA is committed to providing equal opportunities. We serve diverse organizations and are committed to non-discrimination. KSA will not discriminate against any employee with respect to any term or condition of employment, including but not limited to less favorable treatment, exclusion from employment, or employment opportunities (including hiring, assignment, performance assessment, and promotion) on the basis of race, color, religion, national origin, citizenship, ancestry, gender (including pregnancy), gender identity, age, disability, marital status, sexual orientation, expression, veteran's status or other protected characteristics or status.