



CMTA

CALIFORNIA MANUFACTURERS & TECHNOLOGY ASSOCIATION

Communications Manager

*California Manufacturers & Technology Association (CMTA) | Reports to Head of Communications
Full-time, exempt | Sacramento, CA | \$75,000–\$90,000 annually*

CMTA is looking for a Communications Manager to join our Communications Team and help tell the story of California manufacturers, with an emphasis on social media. Reporting to the Head of Communications, you'll keep content and event projects moving at once, contributing creative ideas to the association's social media, shaping how we spotlight members and showcase our events, and carrying projects from first idea to execution. You'll have a visible hand in signature programs like the Coolest Thing Made in California, CMTA's annual contest celebrating products manufactured in California, and you'll work closely with our Government Relations and Membership teams, association leadership, and members.

CMTA is a growing nonprofit organization with opportunities for career advancement. We are broadening our advocacy channels for manufacturers and expanding what we deliver to our members. You'd be joining at a moment when you'll have a hands-on role with ownership, creative freedom, and influence over how CMTA shows up in front of members, the media, and policymakers.

Communications & Content – 70%

- **Social media content creation and management**
 - Own CMTA's social media presence end to end
 - Develop a strategic content calendar in coordination with the Head of Communications
 - Create platform-specific content (graphics, copy, and video) for LinkedIn, Instagram, X, Facebook, and other channels
 - Showcase CMTA events through live coverage, photography, and phone videography
 - Monitor social media engagement and report monthly analytics
- **Newsletter development**
 - Own the writing and formatting of California Manufacturing Monthly, CMTA's monthly newsletter, in a consistent editorial voice and structure
 - Support development of other CMTA newsletters and email campaigns
- **Written communications**
 - Write blog posts, website copy, announcements, and other communications
 - Turn policy, manufacturing, and business developments into clear, accessible content in coordination with the Head of Communications and the Government Relations Team
 - Repurpose content across channels to extend reach
- **Member storytelling**
 - Identify and develop stories about CMTA members and their work
 - Turn member news and milestones into compelling content across CMTA channels
- **Website**

- Share responsibility with the Head of Communications for keeping the CMTA website current and on brand

Events – 20%

- **Event communications and execution**
 - Develop materials and communications for CMTA events (promotional graphics, signage, programs, and agendas)
 - Support on-site communications and event execution for conferences, meetings, receptions, tours, fundraisers, and other CMTA programs
 - Provide on-site photography and phone videography
 - Create post-event recaps and follow-up communications as needed
- **Coollest Thing Made in California**
 - Play a central role in CMTA's annual contest, helping drive campaign planning, social media presence, promotion, outreach, and awards ceremony materials

Media & Public Relations – 5%

- **PR and media support**
 - Share responsibility for press releases and media advisories with the Head of Communications

Other Duties & Responsibilities as Assigned – 5%

Requirements

- 2–4 years in nonprofit communications, marketing, public relations, or a related field
- Experience with social media strategy and content creation
- Experience with newsletter messaging
- Photography skills (comfortable with, or willing to learn, CMTA's Canon Mark IV camera)
- Experience with video editing
- Experience with Canva

Preferred Qualifications

- Experience with policy and legislative messaging
- Experience with Mailchimp or similar email marketing platforms
- Experience with WordPress websites
- Event coordination experience, or a strong interest in event support

Compensation

- Full-time, exempt (salaried) position
- \$75,000–\$90,000 annually
- *This range reflects what CMTA reasonably expects to pay for this role. Placement within range depends on experience and qualifications.*

Benefits

- Paid time off, holidays, and sick time
- Medical, dental, and vision insurance coverage with CMTA contributing up to \$800 toward monthly premiums
- 401(k) match
- Monthly phone stipend
- Paid monthly parking in a covered garage located half a block from the office
- Summer Fridays