

JOB DESCRIPTION

Job Title: Director of Communications

GENERAL JOB SUMMARY:

Position and present the agency to Methodist Home for Children's various constituencies, including donors, foundations, corporations, state and local agencies, policymakers, the general public, staff, and the media.

MAJOR RESPONSIBILITIES:

1. Serve as "editor in chief" of all print and electronic publications, including Spotlight magazine, brochures, fact sheets, calendar, annual report, electronic newsletters, Web site, Facebook and other social media, and Internet marketing/fundraising activities.
2. Develop grant and contract proposals for foundations, corporations and state and local government agencies.
3. Support activities of MHC President and Vice President of Institutional Advancement in cultivating and securing major gifts, grants, and contracts. Help develop new agency programs from initial concepts.
4. Create, write and refresh the agency message for fundraising appeals, agency videos, Web site, Internet and media opportunities.
5. Develop and administer comprehensive communications and marketing plan to support agency activities.
6. Work with Advancement Team to promote agency awareness through special events.
7. Manage vendor relationships connected to communication projects, e.g. graphic designer, webmaster, photographer, printer, etc.
8. Perform other related duties as requested by the Vice President of Institutional Advancement.

REPORTING RELATIONSHIP:

Position reports to: Vice President of Institutional Advancement

QUALIFICATIONS:

Knowledge and Experience:

- Bachelor degree and five (5) years experience in communications for a nonprofit or government organization.

Skills/Working Conditions:

- Must maintain a valid Driver's License and an acceptable driving record.
- Must be insurable by Methodist Home for Children's insurance carrier.
- Work hours will include some evening, weekend, and holidays.
- Computer literacy, excellent written communication skills, public speaking skills, and organizational skills are essential.
- Must be a self-motivated, results-oriented individual who works independently, without the need for day-to-day supervision.
- Must have strong computer skills including word processing and data management.
- High level of detail orientation required.
- Must have a thorough knowledge of the role of internal and external communications as it relates to development efforts
- Possible exposure to infectious diseases.

Physical Requirements:

- Must provide a negative drug screen result prior to employment.
- Have the ability to perform physical demands associated with daily operational functions, such as standing, bending, and lifting.
- Have the ability to comprehend and produce accurate program documentation, including, but not limited to, donor documentation, budget documentation, and community correspondence.
- Have the ability to communicate professionally in both verbal and written formats with consumers, including, but not limited to, donors, colleagues, and community service providers.
- Have the ability to be flexibly and accurately re-prioritize agendas.
- Have the ability to be a team player and manage multiple projects simultaneously and deal with diverse constituencies in a positive manner.