



Communications Manager

Job Description

Summary

The Communications Manager works closely with the Executive Director and Special Love team in the development and execution of all marketing and communications efforts.

This role requires excellent communication and organizational skills, and must be knowledgeable in the use of various forms of communication vehicles – from social media to traditional communications materials, as well as graphic design.

He/she needs to obtain a strong understanding of Special Love's mission and programs, and possess a strong empathy to the lives of the children and families Special Love serves.

Responsibilities

Working with the Executive Director, the Manager's responsibilities include, but are not limited to:

- Development and execution of social media campaigns, as well as enhancing and broadening Special Love's social media channels
- Creation and tracking of blogs on Special Love's website, and promotion through social media channels and constituent e-blasts.
- Working with an outside vendor, the management of Special Love's website
- Liaison with outside graphic designers, maintaining work flow, production schedules and brand identity
- Assist in the creation of communications materials using Publisher software

- Creation and execution of information and/or fundraising e-blasts to donors and families
- Works with Senior Director of Programs and Outreach, and the Programs Director on programs and outreach materials
- Assist in the execution of Special Love's annual events and programs as needed.

Education and/or Experience

1. Bachelor's Degree preferred
2. Minimum of 2-4 years of progressive experience in communications
3. Health or patient services experience a plus

Qualifications

1. Outstanding communication (both written and oral) and interpersonal skills
2. Willingness to travel and be available for weekend programs as needed
3. Ability to exercise sound judgment and decision-making skills
4. Excellent attention to details and organizational abilities
5. Proficient in Adobe, Publisher, Microsoft Word and Excel.
6. Familiarity with html a plus

Salary: \$40,000

Please send resume and cover letter to jbresch@speciallove.org

No phone calls please