

Job Title: Director of Communications and Events

Reports To: Executive Director

Job Summary

In collaboration with the Executive Director and the Director of Development, the Director of Communications and Events is responsible for all facets of marketing and communication for Faith In Practice as well as planning and executing all benefit events. The Director of Communications and Events is responsible for establishing a clear and comprehensive communication plan to share the mission and goals of Faith In Practice and will organize and implement all fundraising events in accord with the mission, goals and objectives adopted by the Board of Directors.

Essential Duties and Responsibilities include the following:

Communications/Media

- Develop and execute marketing strategy and objectives for Faith In Practice.
- Establish short and long-range communication goals in conjunction with members of Board of Directors and staff.
- Maintain, revise, and update all communication information and materials.
- Update and revise the Faith In Practice website.
- Create PowerPoint presentations, and supervise video production as needed.
- Coordinate, process, and distribute various marketing items including information packages.
- Create and distribute newsletter 3 - 4 times a year and e-news letters on pre-determined schedule.
- Create, coordinate and explore media coverage opportunities, including writing press releases.

Event Planning

- Plan and execute benefit events including, but not limited to, both formal and informal gatherings.

Finance

- Prepare and meet budget for all communication and events proposals.

Database

- Responsible for maintenance of database with correct street addresses and email addresses as supported by administrative assistant.
- Have working knowledge of volunteer database functions, queries, and reports

Experience & Qualifications include the following:

Required

- 3-4 years experience in communications and event planning or project management.
- Associate's degree in Marketing or related field or equivalent combination of education and experience.
- Previous experience working with a well established volunteer base.
- Proficient skills in all MS Office programs.
- Proven leadership in developing effective marketing communications strategies, integrated with and supportive of strategic initiatives.
- Demonstrated leadership experience in marketing communications, including integration of traditional print, electronic, and audio/video media.
- Demonstrated effectiveness in working in a non-profit context.
- Hands-on experience in conceptualizing, designing, developing and producing print (newsletters, bulletins, brochures, etc.), broadcast (radio, television, etc.) and web media.
- Ability to interpret and motivate others in pursuit of the vision of Faith In Practice.

- Strong interpersonal and communication skills, along with excellent writing, editing and computer skills.
- Knowledge of principles of design and page layout.

Preferred

- Spanish speaking.
- Design experience.
- Previous experience in non-profit development.