

Position Title:	Director of Communications & Marketing	Department:	Development
Reports to:	Chief Development Officer	Classification	Exempt <input checked="" type="checkbox"/> Non Exempt <input type="checkbox"/>
Date:	January 2020	Supervises:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

WE OFFER:

COMPETITIVE SALARY
HIRING BONUS (after 6 months of employment)
UP TO 200 PAID TIME OFF HOURS PER YEAR
MEDICAL & DENTAL
403(B) RETIREMENT
FLEX SPENDING ACCOUNT and more....

VOLUNTEERS OF AMERICA WESTERN WASHINGTON is a private, not-for-profit human service agency serving the needs of families, seniors and the disabled in Western Washington. Our successful track record of supporting those we serve and being on the leading edge of new and innovative programs makes us a leader among human service agencies in Western Washington. Come be a part of what we do and make a difference every day!

The Director of Communications and Marketing is responsible for developing, improving and implementing the communication and marketing efforts for Volunteers of America Western Washington under the leadership of the Chief Development Officer. The Director is an integral part of the development team and executes activities that promote increased awareness of VOAWW through mission-related messaging, awareness campaigns, advocacy efforts and branding. This position works to ensure consistent messaging and outreach to all internal and external audiences.

Qualifications:

- Bachelor's degree in communications, marketing, public relations, or related field. College coursework combined with related experience may be substituted for a degree
- Five to seven years of experience in public relations, communications, marketing or journalism
- Ability to create, execute, articulate, and implement a comprehensive marketing and communications strategy
- Exceptional interpersonal, communication, and diplomacy skills
- Outstanding written and oral communication skills, including engaging and effective presentation and public speaking skills.
- Extensive knowledge of website and social media and direct marketing
- Experience in speech writing, general business writing and writing for both print and broadcast media
- Experience in creating diverse marketing materials including; agency brochures, impact reports, appeals and an annual report

- Great entrepreneurial work ethic, a desire to get the job done and produce well under pressure
- Ability to prioritize and work independently, exercising initiative, good judgment and work collaboratively within and across teams
- Ability to adapt to changing needs and drive change across the organization
- Must be able to pass criminal background check and have current WA State driver's license

Principal Activities:

- Manage and coordinate all communication information including marketing, branding, media production, publications, website and special productions
- Serve as a leader for all internal and external activities of the communication functions
- Work collaboratively with Executive Team (CEO, COO, CDO and CFO), development team and program senior directors to assure all communication and marketing functions meet their expectations and are effective
- Demonstrate a high degree of comfort and poise with donors, corporations, and prospects and public officials
- Work closely with the development team to assure all marketing productions, mailings, newsletters and communications are completed in a timely manner and aligned with agency branding identity and quality standards
- Collaborate with program and fundraising staff to capture compelling stories, and share the stories of our clients from an empowering point of view
- Develop program scripts and talking points for events and media opportunities
- Lead communication efforts for annual campaigns, special events, capital campaigns, project funding and related communications and fundraising activities
- Manage and oversee the production of all website and social media strategies and content
- Assist the Chief Development Officer with all areas assigned

If you wish to apply for this position, please email your cover letter and resume to:

recruiter@voaww.org

Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.