

Position Title:	Director of Communications	Department:	Development	
Reports to:	Chief Development Officer	Classification	Exempt <input checked="" type="checkbox"/>	Non Exempt <input type="checkbox"/>
Date:	July 2019	Supervises:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

WE OFFER:

COMPETITIVE SALARY
 UP TO 200 PAID TIME OFF HOURS PER YEAR
 MEDICAL, VISION & DENTAL BENEFITS
 LIFE INSURANCE
 403(B) RETIREMENT with employer match after two years
 SHORT TERM DISABILITY
 EMPLOYEE ASSISTANCE PROGRAM and more....

General Function:

The Director of Communications will develop a strategic communication plan for the agency, and will lead and coordinate its execution under the leadership of the Chief Development Officer. The Director will be an integral part of the VOAWW development team and support the VOAWW development goals through mission-related messaging, awareness campaigns, advocacy efforts and branding.

Qualifications:

- Bachelor’s degree in communications, 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
- Experience managing and executing across several communications media platforms
- Excellent verbal and written communication skills, as well as knowledge of website and social media tools and styles
- Experience in speech writing, general business writing, writing for both print and broadcast media
- Experience in creating corporate sponsor ROI materials
- Great entrepreneurial work ethic and a desire to get the job done
- Ability to prioritize and follow through effectively
- 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 activities of the internal and external communication functions
- Work collaboratively with CEO, CDO, 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
- 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

Physical Requirements: Must be able to sit for certain periods of time, bend and stoop occasionally, have the necessary ability to use a keyboard and lift up to 25 pounds.

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