

Job Title:	Communications Manager	Job Category:	Salary/Non-Exempt
Location:	Edmundite Missions Office	Travel Required:	Yes
Salary:	\$xx,xxx.xx	Position Type:	Full-time

JOB DESCRIPTION: The Communications Manager, under the direction of the Director of Development, is responsible for the creation and management of a well-coordinated, strategic communications plan to cultivate and solicit support from foundations, corporations, and government sources and visibility for the Edmundite Missions. This position works to establish long-term partnerships, strengthen existing relationships, initiate new contacts within the corporate sector, provide strategic direction and oversight of all grant initiatives, and track grant proposals to foundations and corporate sources. The position is responsible for promoting all aspects of the Edmundite Missions through web presence, traditional media, procurement of speaking and publishing opportunities, etc.

ROLES AND RESPONSIBILITIES:

- Core Development Responsibilities
 - Work with the Director of Development to review and implement cultivation and solicitation strategies
 - Be an active, visible member of the Development Department and attend events as needed
 - Participate and provide input into other fundraising initiatives
- Corporation/Foundation Funding Responsibilities
 - Research, identify, solicit, steward, and provide reporting on gifts from corporations and foundations in line with the overall Development strategy
 - Develop new and manage the enhancement of existing corporate relationships and programs
 - Maintain accuracy of donor tracking systems and database for corporate constituents, ensuring consistency of all records inside the Raiser’s Edge database system
 - Develop a grant application and reporting calendar and ensure its accurate upkeep
- Public Relations/Communications Responsibilities
 - Maintain and promote the organization’s social media and website presence
 - Research and procure speaking engagements and publishing opportunities for Edmundite Missions leadership
 - Serve as point of contact for all press requests
 - Solicit coverage from local, regional, and national press
 - Prepare and distribute press release
 - Document events through writing, interviews, and photographs for use in communications materials and development efforts
- General Responsibilities
 - Maintains staff, donor and client confidence and protects Edmundite Missions’ operations by keeping all information confidential
 - Represents the organization’s culture, values and mission when interacting with external and internal stakeholders.
 - Other duties as assigned

**SUPERVISORY DUTIES**

- Not Applicable

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- 4 year college degree
- Must maintain a valid driver's license with the ability to be insured under company sponsored liability coverage.
- Flexibility a must
- Proficient in Microsoft 2016 applications
- Must be professional, adaptable, flexible and able to exhibit strong organizational communication skills, (verbal, written, phone etiquette).
- Must be a self-starter with strong problem solving and conflict resolution skills.
- Ability to multi-task
- Ability to follow through on projects and meet schedules prescribed by the Assistant Director of Mission Advancement
- Ability to quickly learn basic database related concepts

PREFERRED SKILLS:

- Writing skills, problem solving, reporting skills, excellent verbal communication skills, presentation skills, time management, scheduling, organization, computer skills (excel, office, power point etc.)

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- General office work environment.
- Must be self-motivated with the ability to multi-task. Perform other duties as needed.
- May require hours outside of regular business hours to conduct Missions business.
- Must be able to regularly lift over 40 pounds