



**Job Title:** Director of Communications

**Salary:** \$60,000-\$75,000

**Reports to:** Executive Director

**Hours/Exempt:** Exempt; Some evenings and weekends required

**Job Summary:** The primary responsibility of the Director of Communications is to develop and implement a communications strategy that educates and engages key audiences, while building a positive brand image. This position is responsible for planning and executing all special events for the organization, requiring strong organizational skills and attention to detail. In addition, the Director of Communications will provide leadership and collaboration with key staff.

**Qualifications:**

- Bachelor's degree in communications, journalism, marketing or related field
- 5-10 years of progressive experience in communication field; non-profit experience preferred
- 2-3 years of experience with event planning
- Skilled in working with local media outlets
- Experience with social media platforms, terminology, and best practices to ensure high rate of ROI
- Proficiency in graphic design and knowledge of Adobe Creative Suite; Video editing skills preferred

**Requirements:**

- Dynamic personality with passion for The WARM Place mission
- Natural ability to promote a positive image and strong organizational presence
- Persuasive communicator with team-building skills
- Excellent verbal and written communication skills and knowledge of AP style
- Superior attention to detail; well-organized
- Self-starter with ability to manage multiple tasks simultaneously
- Meets expectations under tight deadlines

**Responsibilities:**

- Provide leadership and coordination for all communication activities
- Develop annual communication plan
- Plan, coordinate, and manage all special events including Family Nights and fundraisers
- Oversee the development and content of all websites, social media accounts, brochures, publications, photography, videos, displays and organizational presentations
- Ensure quality control of all content, style, design and use of The WARM Place logo and brand
- Oversee all print campaigns including newsletters, event invitations, and fundraising pieces
- Create and distribute all agency email campaigns including newsletters, event communication, program communication, and appeals.
- Serve as the primary contact for media relations and social media channels; write and distribute press releases and coordinate media interviews
- Assist program team with webinar production and other communication-related projects as needed
- Assist the Executive Director in preparation of the yearly budget
- Participation in staff meetings, trainings and planning sessions
- Other responsibilities as assigned by the Executive Director

**To Apply**

Interested persons should email cover letter and resume to [shelley@thewarmplace.org](mailto:shelley@thewarmplace.org)

**Due to the volume of responses, only qualified parties will be contacted. No phone calls, please.**

*This job description is not intended to represent an exhaustive list of responsibilities and duties. It is not an employment contract. Employment at The WARM Place is at-will. Administration reserves the right to alter the job description at any time. The WARM Place is an Equal Opportunity Employer. All employment is decided on the basis of qualifications, merit and business need.*

**Updated April 2022**