COMMUNICATIONS MANAGER

BACKGROUND
The Communications Manager is responsible for leading comprehensive communications activities and assisting in community engagement for Interfaith Community Services.

The primary responsibilities of the Manager position are media relations, advertising, writing and editing, production of videos and print materials, brand oversight, managing social and digital media content and representing ICS in the community.

The Communications Manager is expected to interact with board, volunteers, and staff in a professional manner, reflecting ICS’s Core Values of respect, integrity, compassion, collaboration, and innovation.

DUTIES AND RESPONSIBILITIES:

- Develop and implement comprehensive annual communications plan/calendar including, but not limited to, advertising, press releases, print materials, newsletters, annual reports, electronic communications, social media, and faith community communications.
- Develop and manage annual communication/marketing budget.
- Oversee the creative content, writing, and production of all departmental and institutional communication materials, including public service announcements, print ads, videos, outdoor advertising, circulars and direct mail pieces.
- Oversee and contribute to social media strategies and initiatives.
- Research, write and contribute content and creative thought for ICS publications including, but not limited to, print and electronic newsletters, program collateral materials, annual report, and website.
- Direct communications for primary ICS events such as the Empty Bowls fundraiser, Single Mom Scholars fundraiser, food drives, and faith community events.
- Contribute to, and maintain, a library of photos and videos for content.
- Manage ICS website by working with various departments and staff to develop content. Maintain and update pages keeping content fresh, accurate and timely.
- Monitor and report on web traffic and social media analytics.
- Provide accurate and timely information to agency leadership as requested or necessary.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:
- Bachelor’s Degree
- Minimum of five years of similar work experience
- Supervisory experience
- Proven ability to collaborate cross-departmentally in planning and executing projects.
- Desktop publishing skills. Proficiency using Adobe InDesign, PhotoShop and Illustrator desired.
- Microsoft Office.
- Hands-on website management. Experience working with Wordpress a plus.
• Excellent writing, editing, proofreading and conceptualization skills
• Basic photography skills
• Familiarity with nonprofit culture and fundraising helpful
• Ability to adhere to ICS Code of Conduct and uphold agency values of compassion, cooperation, integrity, and mutual respect for others.
• Ability to obtain and maintain an Arizona Level 1 Clearance Card.
• Valid Arizona driver's license with reliable transportation, and current auto insurance

Reports to: Sr. Director of Development and Communications

Direct Reports: Communications Coordinator

Department team comprised of Sr. Director of Development and Communications, Communications Manager, Communications Coordinator, Major Gifts Manager, Annual Fund Coordinator, Development Projects Coordinator

Work Schedule: Full Time, 40 hours per week. Monday through Friday. Duties may entail some morning, evening and weekend activities.

FLSA exemption status: Exempt

Compensation: Depending on qualifications and experience. Benefits provided include group health insurance, Simple IRA, generous Paid Time Off, and paid holidays.

Send resume, salary requirements and three professional references to recruiting@icstucson.org. This position will remain open until filled; however, we will conduct first reviews of application on May 18, 2022 with first interviews shortly after.