



Job Title: Director of Communications

Overtime Status: Exempt ☒ Full Time ☐ Part Time

Class: ☐ Sedentary ☒ Light ☐ Medium ☐ Heavy ☐ Very Heavy

REQUIREMENTS:

- A. **Education Level:** Bachelor's degree required
- B. **Experience Required:** Marketing, communication and social media strategy development and implementation. Business writing, grammar and storytelling skills. Vendor and project management. Non-Profit management and understanding of fundraising best practices a plus. Must be organized, deadline driven, have a good sense of design, and excellent communication skills. General office experience must include proficiency in Microsoft Office and Adobe products.
- C. **Other Requirements:** Regular, dependable attendance is an essential function of this position.

REPORTS TO: President

RECEIVES GUIDANCE FROM: Director's Team and Marketing Committee

SUPERVISES: Part-time and contract employees as appropriate.

ESSENTIAL FUNCTIONS:

NOTE: This is a generalized job description. Specific duties and responsibilities may vary. Applicants should be made aware of the specific functions of the position prior to employment.

1. Responsible for developing and implementing all communication and marketing strategies of the organization.
2. Responsible for the creation and publication of all marketing and communication materials.
3. Manage all social media strategies of the organization.
4. Create special events that aligns with communication and fund development strategies.

5. Provide staff support for the Marketing and the Events committees of the Board
6. Oversee and conduct audience survey and research projects including but not limited to LPS staff surveys, donor surveys, program perceptions and other data gathering activities.
7. Other duties include but not limited to:
 - Attend all board and executive committee meetings.
 - Attend all Directors and IC meetings.
 - Support special projects of the Foundation as needed.
 - Serve as an ambassador to the community.
 - Conduct annual employee reviews of direct reports.
 - Assist in answering agency main phone line
 - Volunteer 8 hours/year in the LPS system.

WORKING CONDITIONS:

Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting (overhead, waist level) from floor, bending, frequent near vision use for reading and computer use. Some evening and weekend work is required.