



POSITION AVAILABLE

Outreach Community Ministries, Inc. (OCM) is a Christian, community service organization seeking to attract and hire a diverse staff of highly competent professional employees.

Position Title: **Communications Manager**

Department: **Resource Development**

The resource development department carries out the organization's fundraising function through broadening and deepening relationships with individuals, foundations, and corporations who invest their financial resources as an expression of their alignment with the mission of Outreach.

Job Responsibilities: The Communications Manager conceives and executes comprehensive short- and long-term integrated marketing, public relations, and communications strategies for Outreach ensuring effective and consistent messaging across print and electronic media for target audiences. This position oversees organization-wide goals for marketing and brand strategies, publications, public relations, internal/external communications, and social media according to industry best practices.

Requirements: Bachelor's degree in marketing, communications, writing, or related field and experience in the field of communications. Highly motivated individual with a passion for ministry. Must possess strong written, interpersonal, and organizational skills as well as excellent editing skills. Keen attention to detail and creative thinking required to manage multiple project timelines according to industry best practices; High-energy team-player with a sensitivity to the privacy needs of resource development. Able to design concepts for video, web and print; technology skills in email and social media marketing, web analytics, design technology. Preferred program experience includes: Adobe Suite Photoshop/In Design/Illustrator, MS Word, Publisher, PowerPoint, Excel and Outlook. Experience in fundraising setting preferred but not required. A commitment to Outreach's Statement of Christian Mission and Faith.

Status: Full-time. Daytime hours, M-F. Weekend and evening work required during peak fund-raising periods or for special events. Position reports to Vice President of Resource Development.

Compensation: Salary for this position falls between \$49,000 and \$62,000 annually based on education, skills and experience.

Send Resume to: Penni Cannova | Recruitment & Staffing Specialist
outreachcommunityministries.org | pcannova@outreachcommin.org

Posting Date: December 12, 2016



All applicants will be considered without regard to race, color, sex, national origin, age or any other characteristic protected by applicable state or federal civil rights law. OCM, Inc. reserves the right to make faith-based hiring decisions as permitted under Title VII (42 U.S.C. Section 2000e – 1(a))