

THRIVE ALLEN COUNTY

Job title	<i>Director of Communications</i>
Reports to	<i>Director of People</i>

Job purpose

The Director of Communications oversees all internal and external communications for Thrive Allen County. This includes managing media relations, writing press releases, developing marketing strategies, and ensuring consistent and effective messaging across platforms. The Director ensures accuracy of information, adherence to deadlines, and alignment with budget requirements for all communications initiatives.

Duties and responsibilities

Communications:

- Write press releases and content for newsletters.
- Create, manage, and edit marketing and PR content for the website, newsletters, social media, and other digital and print materials.
- Develop and implement communications strategies for programs and initiatives.
- Create and maintain a marketing calendar.
- Solicit and write stories for marketing and fund development campaigns.
- Represent Thrive Allen County at in-person events, media presentations, and public speaking engagements.
- Coordinate photography and videography needs for marketing campaigns.

Administrative and Partner Relations:

- Manage and support the communications team.
- Oversee day-to-day operations of the communications department.
- Provide excellent service to community members and donors by responding promptly and professionally to inquiries.
- Liaise with partners, community members, and consultants on communications needs.
- Generate queries, reports, and lists from databases for marketing campaigns.
- Proofread all correspondence and materials related to internal and external communications.
- Manage correspondence, reports, guest lists, registrations, and other administrative tasks as assigned.
- Attend Thrive Allen County events as required (some evenings and weekends).
- Perform other duties as assigned.

Qualifications

- Bachelor's degree or equivalent experience required in communications and/or marketing
- Management experience, preferred
- Excellent writing skills required
- Experience running different social media channels
- Experience with photography and/or videography
- Ability to communicate clearly and effectively in a professional manner
- Friendly personality who enjoys working with the public
- Professional attitude and appearance
- Strong presentation and verbal communication skills
- Strong problem-solving skills with experience managing deadlines and budgets

More Information

- Thrive is an EOE
- This is a salaried position starting between \$45,000 - \$55,000 based on experience.
- Compensation includes medical and dental insurance with 100% of the premiums paid for the employee, IRA with employer match of up to 3%, 120 hours of paid vacation a year, and 11 paid holidays
- Thrive places a high priority on team players and community-minded individuals

If you are interested in this position, please send your cover letter, resume, and references to dakota@thriveallencounty.org