



Job title *Communications Team Leader*

Reports to *Operations Division Leader*

Job purpose

Reporting to the Divisional Leader of Operations, the Communications Team Leader will guide the strategy for all communications, website, and public relations messages and collateral to consistently articulate CLUB1040 mission. The Communications Team Leader will ensure that CLUB1040 is viewed as the primary source, disseminator, and conduit of information within this diverse network and constituent base.

- The Communications Team Leader will work closely with a senior peer group within the organization as the communications partner on a variety of strategic initiatives.

Duties and responsibilities

- Develop, implement, and evaluate the annual communications plan collaboration with the CLUB1040 Executive team
- Lead the generation of online and social media content that engages audience segments and leads to measurable action. Decide who, where, and when to disseminate
- Put communications vehicles in place to create momentum and awareness as well as to test the effectiveness of communications activities
- Manage the development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletters, brochures, and CLUB1040's website
- Mentor and lead a team member responsible for CLUB1040's website administration and coordination
- Track and measure the level of engagement of all media product
- Manage development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletters, brochures, annual report, e-newsletters, and CLUB1040 website
- Manage all media contacts

Qualifications

CLUB1040 is seeking an accomplished Director of Communications who has at least 10 years of communications experience, ideally in an "in-house" leadership role within a complex (number and variety of constituents) CLUB1040, and covering areas such as website content, newsletters, and donor communications. The ability to take knowledge and transform it into exciting and useful messages, and disseminate it to the right audiences through the best distribution channels is critical.

- Highly collaborative style; experience developing and implementing communications strategies
- Excellent writing/editing and verbal communication skills
- A strong track record as an implementer who thrives on managing a variety of key initiatives concurrently
- Relationship builder with the flexibility and finesse to "manage by influence"
- High energy, maturity, and leadership with the ability to serve as a unifying force and to position communications discussions at both the strategic and tactical levels
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives

Working conditions

This position requires the Communications Team Leader to attend meetings with senior peers and work remotely from home.

Physical requirements

This job requires working on computers and sitting for long periods.

Direct reports

The Communications Team Leader is responsible for all aspects of the communications of CLUB1040 and will be expected to recruit.

Approved by: *Divisional Leader, Missions Outreach*

Date approved: *July 11, 2016*

Reviewed: *July 11, 2016*