



Job Description

Job Title: Director of Communication

Supervision:

- Direct Report: Executive Director
- Reports To: Executive Director, Board of Directors
- Executes work under direct supervision or according to established procedures 25% of time
- Works independently setting priorities and work schedules 75% of time

Position Purpose

As the Director of Communications you perform a variety of functions and related work as required. It is important that you have a servant attitude and understand the vision and purpose of CPCF. Your duties include oversight and implementation of the communication strategy including traditional and new media venues, press and media oversight, content, marketing and promotion.

Qualifications

Requirements:

- Personal compatibility with Congressional Prayer Caucus Foundation corporate culture, values and faith statements.
- Proficient in Microsoft Word
- Excellent writing and editing skills
- Creative marketing skills, training and experience
- Good planning, organizational and multi-tasking skills
- Strong interpersonal and communication skills,
- Ability to work alone or with a team
- Consistently able to meet deadlines
- Highest level of integrity and trust to handle confidential materials
- Ability to handle multiple projects and adapt to new and changing situations
- Ability to embrace and share the mission of the Foundation

Education/Experience:

Prefer Bachelors degree or higher and at least 3 years of communication experience.

Duties and Responsibilities

- Collaborate with CPCF team to evaluate, develop, and implement the annual communications plan across the network's various audiences
- Manage media contacts, write press releases, schedule or oversee scheduling of media appearances and interviews for organization spokesmen,
- Write articles, op-eds and emails about CPC, CPCF and APCN activities, events and initiatives for a variety of outlets

- Create online and print content and correspondence that engages audience segments and leads to measurable action. Collaborate with team to decide who, where and when to disseminate. Correspondence includes but not limited to: Donors, Congressional Prayer Caucus members, Congressional wives, CPCF general database of partners
- Promote CPCF / APCN special events and initiatives
- Webpage content – ensure that new and consistent information (article links, stories, and events) is posted regularly
- Social Media oversight – ensure that new and consistent information is posted on social media outlets regularly
- Use a variety of communication vehicles to create momentum and awareness as well as to test the effectiveness of communications activities
- Give input on the development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletters, brochures, and CPCF Website
- Track and measure the level of engagement within the network over time
- Job-specific administrative duties
- Self-development and continuing professional development

Occasional Work Performed

- Participating in strategic planning sessions
- Travel
- Participating in training

Key Contacts

Contacts Internal to the Organization

Executive Director, State Directors, National Prayer Director, Director of Development, Administrator, Volunteers

Contacts External to the Organization

Government Leaders and staff, General Public, Donors, Ministry Leaders, Pastors,

Send Resumes to Jessica Young at JessicaYoung@CPCFoundation.com