



Communications Manager

Reports to: EVP of Philanthropy

Location(s): Emsworth, Main Campus

Hours: Full Time, Monday-Friday but maintain flexible schedule as needed for events

Major Responsibilities

The Communications Manager is responsible for ensuring the Holy Family Institute and Nazareth Prep communications plans are carried out through activities across all programs. This position is focused on developing communications and public relations to support the organization to increase public awareness of the entire agency.

- Manage the development and distribution of newsletters, annual reports, brochures and other print/digital projects as identified. Manage the production process with designers, printers, and direct mail vendors.
- Develop strategies and content for website, social media, and eblasts. Make edits and new pages for website and manage service vendor relationships.
- Work in conjunction with the Nazareth Prep social media consultant to ensure brand consistency and appropriate content.
- Develop strategies for and manage media relations, including maintaining current list and relationships with media contacts, and development and distribution of press releases. Collaborate with departments and programs to pitch stories to the media.
- Manage collateral marketing needs for organization, including signage, posters and advertising.
- Manage designers, photographers, videographers, and other asset-producing vendors.
- Manage communications and marketing needs for fundraising projects and events including United Way campaign, annual golf event and Courage House event.
- Provide writing support for department, including annual report content and grant and funder reports.
- Participate in department activities and projects such as Christmas toy drive or special events.
- Other duties as assigned by management.

Minimum Requirements:

- High School or GED equivalent required. Bachelor's degree in English, Communications, Marketing, or equivalent preferred.
- 5+ years of related professional experience in communications or marketing fields required.
- Excellent written and verbal communication skills.
- Experience with social media content development, website content development and management preferred.
- Strong organizational skills, with attention to deadlines and details.
- Ability to manage multiple projects concurrent.
- Ability to work well independently as well as part of a team.

- Must have Act 33/34 and FBI clearances and valid PA license

Physical Requirements:

- Ability to perform the essential job functions consistent safely and successfully with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA, and other federal, state, and local standards
- Must be able to talk, listen, and speak clearly on the telephone
- Must be able to sit for long periods of time

EOE