General Summary: The Communications Manager is responsible for the promotion of JVC with particular attention to the recruitment of potential Jesuit Volunteers. This position is integral to helping to craft and promote JVC’s public message.

Accountability: Reports to Director of Advancement

Principal Duties and Responsibilities

Marketing and Mass Media
- Coordinate and implement a cohesive and innovative communications plan to continue to position the organization as a leading faith-based global service program
- Set annual outreach, media and engagement goals and regularly monitor progress
- Responsible for all social media strategy, content production and activity (Twitter, Facebook, Instagram, LinkedIn)
- Support the timely development and distribution of all print, electronic and event communication materials that motivate our constituencies to action
  - Collateral and recruitment materials project management
  - Maintain JVC public website
  - Maintain JVC online photo galleries
  - Identify and write profiles of current and Former Jesuit Volunteers
  - Provide content and carry out editorial duties for magazine
- Publicize the work of JVC through media, partner agencies, and other constituents in local, regional, and national contexts
- Utilize technology to optimize communications
- Stay abreast of trends of communications technologies and make recommendations for use

National Recruitment & Fundraising
- Help develop and execute annual recruitment plan based on JVC multi-year strategy, including but not limited to developing an annual calendar of communication with all campus contacts and facilitating implementation with recruiting team.
- Support the Advancement Team in execution of all fundraising appeals and donor correspondence.
- Ensure content on website incorporates consistent, clear, exciting, and encouraging messaging for potential applicants and donors.
- Define and inspire mission-driven content for sharing on social media
- Develop a strategy to reach and engage a more diverse group of potential applicants, including promotion of relevant fairs/events and resources specifically designed for a non-traditional JVC audience.

Assessment and Evaluation
- Support development of content and collection methods that will yield an evaluative assessment of recruiting and fundraising efforts
- Determine technical support needed for assessment
- Implement assessment and provide data analytics for evaluation

Grants and Foundations
- As an active member of the Advancement team, supports grant writing and editing
- Researches grant funding for international, national, and local program/recruiting support

jesuitvolunteers.org
Other Responsibilities

- Maintain current information about constituents in eTapestry online database
- Communicate with JVC constituents in the news
- Participates in staff meetings and supervisory meetings, contributes to recruiting team, and attends JVC in-service programs as necessary.
- Prepares correspondence and mailings, makes data base entries
- Other administrative tasks as assigned

Requirements

- Bachelor’s degree in public relations, communications, marketing or related field required.
- Minimum of two years of experience in marketing or communications, preferably for a nonprofit or religious organization.
- Digital native in social media
- Experience in editing and publishing print materials
- Experience with and passion for photography
- Understanding of and passion for the mission and vision of JVC
- Former Jesuit Volunteer, preferred
- Experience planning and coordinating events, preferred
- Experience using a customer relationship management (CRM) system, preferred

Knowledge, Skills, Abilities

- Excellent verbal and written communication skills
- Copywriting and editorial skills and demonstrated experience, required
- Project management skills
- Time management and prioritization skills
- Industrious and creative
- Proficient in Adobe Creative Suite software, specifically InDesign, Photoshop and Illustrator
- Flexible, ability to adjust to changing circumstances
- Ability to self-motivate and work independently
- Ability to multi-task and work as part of a team
- Familiarity with Catholic and Jesuit traditions, preferred

Working Conditions

- Schedule may vary; expectation to work 5 of every 7 days for a minimum of 40 hours/week
- Must have the physical ability to sit and stand for long periods of time and perform daily activities from standing for presentations to operating a computer and other office equipment
- This position’s work is cyclical; at certain times the workload is significantly greater than at others.
- Given office layout, must have the ability to climb two flights of stairs several times a day

As an inclusive community that continues to actively work towards being an anti-racist organization, the Jesuit Volunteer Corps encourages applications from candidates of all ages, races, classes, gender identities, sexual orientations, religions, languages, and physical abilities.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.