



Communications Director

Development

Full-Time (40 hrs./week); Exempt

Reports to: Chief Development & Communications Officer

AGENCY OVERVIEW:

Through the principles of Catholic Social Teaching, Catholic Charities of Oregon achieves lasting solutions to poverty and injustice by partnering with clients to meet their economic and educational goals, and to support their physical and social well-being. Catholic Charities is the official domestic relief agency of the Archdiocese of Portland in Oregon.

POSITION SUMMARY:

The Communications Director will represent Catholic Charities with external partners, including media, and will build the agency's reputation and brand recognition to drive increased participation, partnerships, and revenue. This is a highly visible and collaborative role requiring the Director to have a strong understanding of Catholic Charities' core mission and strategy, and where public relations and engagement activities drive key outcomes.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Manage Catholic Charities' brand and reputation via all communications strategies, including, but not limited, to annual fundraising gala, special appeals, targeted newsletters, and other fundraising activities.
- Execute and maintain an effective communications and public relations strategy that builds on the strong brand of Catholic Charities.
- Ensure that the public views the agency favorably.
- Proactively engage media in all areas of our work and maximize opportunities for media recognition.
- Ensure that Catholic Charities is regularly and meaningfully featured on the external media platforms, including print, radio, TV, internet, and social media.
- Proactively develop and drive organizational messaging and announcement strategies.
- Execute and maintain an effective internal messaging strategy that meaningfully engages agency stakeholders (i.e., employees, Board of Directors) via various methods which can include the intranet, newsletters, email announcements, videos, special projects, and assignments.
- Develop relevant and up-to-date content of Catholic Charities' programs, services, and activities.
- Choreograph and execute public platform events to share Catholic Charities' mission, services, and values.
- Create rich and creative content that is optimized for search engines.
- Coordinate with Chief Development & Communications Officer on fundraising activities, including, but not limited to donor and volunteer recognition, grant reporting support, etc.
- In partnership with the Director of Operations, Development, routinely analyze communications systems and platforms for effectiveness and efficiency.
- Ensure that communications activities meet outcome measures as stated in Catholic Charities strategic plan.
- Effectively support, coach, and manage assigned staff.

- Provide supervision and conduct performance reviews for all assigned staff. Establish work plans and priorities for all assigned staff, performance management, and take corrective action as needed. Identify, provide, and track professional development and training needs for all assigned staff. Schedule and maintain regular supervision check-ins with all assigned staff.
- In partnership with the Director of Operations, Development, review and monitor communications and marketing budgets and spending reports to ensure that expense activities are within established budget or that budget overtures are warranted.
- Participate in trainings and senior leadership team meetings as requested by Supervisor.
- Adherence to Catholic Charities policies and procedures.
- Perform other duties and responsibilities as assigned.

QUALIFICATIONS:

- Bachelor's degree in communications, marketing, Public Relations or related field or equivalent worked and or lived experience.
- Must have seven to ten years' experience in a marketing and communications leadership role, preferably for a social service or health care organization.
- Outstanding leadership skills with 2-3 years supervisory experience showing progression, required.
- At least two years' experience managing social service-related programs, including experience with staff supervision, program development, and budget management, required.
- Proven experience in managing a successful, comprehensive, strategic marketing and communications program.
- Excellent writing, editing and oral communication skills.
- Ability to effectively work with standard office programs including Word, Excel, Outlook, PowerPoint, and Adobe InDesign.
- Demonstrate 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.
- Demonstrate sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program staff, and other stakeholders.
- Demonstrate judgment and discretion in dealing with confidential matters.
- Commitment to Catholic Charities mission to work in partnership with vulnerable populations to achieve lasting solutions to poverty and injustice.
- Must be able to organize and prioritize work, be proactive, take initiative, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner. High attention to detail required.
- Strong analytical and strategic problem-solving skills.
- Ability to work well in team setting, as well as independently; be flexible and adapt well to different dynamics in a fast-paced work environment.
- Ability to work a flexible schedule, which could include some evenings and weekends.
- Driving required for this position. Must have driver's license, access to vehicle and ability to obtain automobile insurance at levels required by agency (100/300/100).
- Satisfactory results from criminal, civil and/or motor vehicle background check required.

COMPENSATION: Compensation is commensurate with skills and experience. Competitive benefits package, including: 100% employer paid health insurance (employee portion), disability, life insurance, paid time off, 12 paid holidays, retirement plan, free parking and more.

TO APPLY: Submit your application, resume, and cover letter at
<https://catholiccharitiesoregon.applicantpro.com/jobs/>.

EQUAL OPPORTUNITY EMPLOYER/VETERANS/DISABLED

Per several federal, state, and local COVID mandates that apply to Catholic Charities, all employees are required to confirm they are fully vaccinated, or in the process of receiving the COVID-19 vaccination.

Employees can submit the Oregon Health Authority (OHA) exception form for medical or religious accommodation. COVID-19 testing in lieu of being vaccinated or having an approved medical or religious exception is not an option.