

## Director of Communications Job Description

Job Title:	Director of Communications	Job Code:	MC440
FSLA:	Exempt	Hours/Week:	40 hours
Incumbent:		Department:	Devotion
Revised:	May 8, 2024	Supervisor:	Director of Discipleship

### General Function

The Director of Communications is responsible for developing and implementing comprehensive communication strategies that advance the vision and mission of Manchester UMC. Their efforts will help to inform, attract, and engage people in the life of the church. This person is also the chief champion of the Manchester UMC brand and responsible for ensuring clear, consistent, concise, and cohesive communications across all platforms.

This person will be highly organized, an excellent communicator and able to exercise good judgement in a variety of situations. They will be able to coordinate efforts independently and successfully from conception to completion. This person must be able to simultaneously handle competing priorities and confidential matters in a professional and timely manner. This person will be a compassionate and collaborative leader, who is committed to, and supports, the vision and mission of Manchester UMC and its leadership.

### Entry Requirements/Qualifications:

- A Bachelor's Degree or higher in communications, public relations, marketing, or equivalent experience
- 5+ years of communications, public relations, or marketing experience
- Church staff experience is a plus

### Primary Duties and Responsibilities:

Program Oversight and Management

- Develop and implement multi-channel (print, digital, video, social, etc.) communications strategies to inform, attract and engage existing and new persons in the life of the church.
- Partner with ministry areas to support their programs through timely and effective communications and promotions.
- Aid in the messaging and process of crafting of official communications (correspondence on behalf of the church, interviews, etc)

#### Other

- Protect and maintain confidentiality across all settings and forms of communications
- Foster strong working relationships with Manchester UMC staff and coordinate with them on systems, procedures, policies, and vision to ensure alignment
- Other duties as may be assigned by the Lead Pastor and the Executive Pastor to support the ministry of Manchester UMC

#### **Skills & Talents**

- Must have a passion for Christian ministry as expressed by Manchester UMC
- Must have excellent verbal and written communication skills
- Must be collaborative, compassionate, creative, innovative, and solutions-oriented
- Must be able to work independently as well as in team environments
- Must possess strong time management skills and excellent organizational abilities
- Must be comfortable addressing and resolving conflict in a healthy way
- Must be able to handle sensitive and confidential information appropriately
- Working knowledge of Canva, Adobe Illustrator, MailChimp, WordPress, and general website management preferred

#### **Work Environment**

- This person is expected to work 40 hours per week including some weekends and evenings
- This role will have access to the Communications Team to assist with communication and marketing needs

- Position is eligible for employer retirement account contributions, health insurance, paid holidays, vacation days, sick days and continuing education
- Manchester UMC is a large, historic, and vibrant United Methodist church located in West St. Louis County, Missouri. More information about the church can be found online at <http://www.manchesterumc.org/about>

## Comments

- The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.
- Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

### **TO APPLY:**

Interested applicants should email cover letter and resume to [hr@manchesterumc.org](mailto:hr@manchesterumc.org). No phone calls please.