



## **Director of Communications Position Description**

**Location:** Virtual

**Category:** Full-time

**Field:** Non-profit; mission-driven organization

**Reports to:** VP and Chief Development Officer

The Cholangiocarcinoma Foundation has an exciting new opportunity for a **Director of Communications**. The **Director of Communications** will be responsible for managing and executing CCF's overall marketing, communication, and media strategy in alignment with the Foundation's mission, vision, and goals. He/she must be creative, tech-savvy, organized, energetic, proactive, and extremely detail-oriented. The ability to think strategically, multitask, manage projects from inception to completion, communicate effectively, troubleshoot problems, meet deadlines, and respond to competing priorities is critical in this role.

## **RESPONSIBILITIES**

### **Marketing and Communications**

- Establish and drive a comprehensive, multi-channel communications strategy
- Improve stakeholder outreach and information sharing through effective use of website, newsletters, social networking, and public relations
- With the collaboration of teammates, prepare and manage the creation of all communication content, including print, video, audio, and digital materials for general purposes, fundraising, advocacy, and research
- Manage and safeguard the Cholangiocarcinoma Foundation brand
- Manage media relations, including the development of contacts with media members, influencers, and community leaders, and the creation of media toolkit and press releases, briefs, and other media focused materials
- Work collaboratively and build relationships with the marketing, communications, and public relations teams of trusted partners, industry, and other organizations within the Cholangiocarcinoma community
- Lead a team of communication, marketing, design professionals, and volunteers
- Track engagement across various platforms and make data-driven decisions, including reporting and analysis of online and social media activities
- Manage the Foundation's presence at industry events, medical meetings, and conferences, including the materials and resources
- Manage a budget for the communications team and ensure compliance

### **Administrative**

- Monitor assigned projects to ensure that goals and objectives are completed according to schedule
- Maintain and improve knowledge through professional associations, conferences, and seminars
- Other duties as necessary

## **SKILLS AND QUALIFICATIONS**

- Bachelor's degree in Communications, Marketing, Business or a related field from an accredited university
- Minimum of five years' experience in a non-profit setting
- Demonstrated knowledge and proficiency with communications technologies
- Ability to communicate effectively, persuasively, and with empathy in oral and written communications
- Ability to manage multiple campaigns, projects, and tasks on an ongoing basis a must
- Understanding of copywriting, graphic design, layout, and publishing
- Familiarity with social media platforms and social media marketing
- Experience with search engine marketing, Google Analytics, and Google AdWords

- Impeccable copywriting and copy-editing abilities
- Excellent verbal communication and presentation skills

**OTHER REQUIREMENTS**

- Stellar oral and written communication skills
- Creativity, strategic thinking, and careful attention-to-detail
- Works cooperatively in a team setting with 'can do' attitude
- Flexibility, adaptability, and openness to change
- Other duties as assigned
- Must be eligible to work in the United States – no sponsorship available

**Compensation:**

Salary Range: \$65,000 - \$75,000

Benefits: Health, Life, Disability Insurance, and PTO

**Location:**

The Foundation is operated as a virtual organization. Therefore, residency in Salt Lake City, UT, is not a condition of employment. The selected candidate will be required to travel to Utah for meetings and throughout the U.S. as part of his or her role as a major gift fundraiser.

**To apply, send resume, cover letter, and salary requirements to [HR@cholangiocarcinoma.org](mailto:HR@cholangiocarcinoma.org)**

**All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law.**

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