



Director of Communications

Position Description

The director of communications will serve to meet communications goals designed to advance the mission, educational program and strategic priorities of Manlius Pebble Hill School (MPH). As a senior administrator, reporting to the head of school, the director of communications will form strong positive working relationships with all members of the administration to understand, articulate, and express the integrated benefits of our comprehensive education.

In addition to overseeing all aspects of MPH's communications program, which include supervisory responsibilities, the director of communications is an important liaison between all program departments, facilitating the community's understanding of the synergistic benefits of meaningful collaboration.

As a community leader, our director of communications will be a conspicuous presence and positive influence on campus, will embody our school's five core values - authenticity, respect, curiosity, kindness, and agency - and will demonstrate a high degree of energy and enthusiasm, possessing both a strong work ethic and a positive attitude.

The major responsibilities for this position include the following:

- Lead and support all MPH communications efforts to ensure regular, consistent, and compelling stories and information reach various MPH constituent groups.
- Provide leadership and assistance to the head of school in preparation for board meetings, advising on the development of agendas and the creation of presentations, as well as ensuring appropriate follow up.
- Develop the School's overarching communications plan with particular focus on major strategic and campus master plan goals, attendant fundraising goals, admissions objectives, and summer programming priorities.
- Develop goals and implement strategies that advance the MPH brand and attendant marketing objectives. Establish and foster productive relationships with media professionals and partners.
- As the MPH webmaster, develop goals and manage timely content updates for the MPH website.
- Help lead, develop, and articulate MPH's strategic priorities, communicating existing and proposed initiatives that will advance the School's mission and work.
- In partnership with administrative leadership, act as liaison to the Board of Trustees to implement processes, develop agendas, and otherwise facilitate discussions and decision making.
- Participate in meetings and conversations to help align and coordinate realized and potential benefits with the objective of developing cogent and effective programs and practices that advance strategic goals.
- Serve on the Administrative Leadership Team to understand and inform school priorities and issues, assisting in decision making.
- As a member of the Advancement Team, assist the Development and Admissions programs, ensuring accurate and compelling communications to the external community.
- Participate in the full array of school and community activities, programs, and events, engaging in MPH life and the experience of our students.

- Maintain equanimity and good humor throughout the inevitable highs and lows of life in our community, using humor and an abiding optimism for our mission and the good work on behalf of our students.

Abilities and Attributes:

- Exceptional organizational skills and the ability to manage multiple projects in a fast-paced and dynamic work environment.
- Ability to work independently and as a member of a team, both as a manager and as a team member.
- Excellent communication skills, including demonstrated strength in editing content, copyediting for grammar and style, and meticulous proofreading.
- Results-oriented and success-driven outlook.
- Demonstrated ability to lead, inspire, and support colleagues.
- Discretion and careful judgment.
- Resilience and humor.

Requirements:

- Five or more years of comparable professional experience required.
- Bachelor's degree required.
- Strong computer skills and familiarity with communications software programs.
- Management experience desirable.
- Independent school and/or nonprofit experience is beneficial.
- Budgetary management experience a plus.

While MPH is an independent day school, the director of communications will understand and appreciate that our education, student life experience, and community programming will often happen outside of the school day. Therefore, there will be some evening and weekend responsibilities for this role.

This full-time position offers a competitive salary and a comprehensive benefits package. Candidates should email a cover letter, resume, three writing and/or publications examples, and contact information for five professional references to Executive Assistant to the Head of School, Amy Critz, at acritz@mphschool.org.

Manlius Pebble Hill School has a long-standing commitment to the principles of equal employment opportunity. In keeping with this commitment, we will continue recruitment, employment, compensation, terms, conditions, and privileges of employment of qualified persons without regard to gender, race, sex, religion, national origin, disability, veteran status, sexual orientation, or any other category protected by applicable federal, state, or local law.

Draft updated: 3.29.21 at 11:07 a.m.