



### **Job Description: Communications & Events Manager**

Status: Full-time with benefits, exempt, onsite. Starting salary range \$40,000 - \$55,000, commensurate with experience.

Reports to: Director of Donor Relations & Development

The Communications and Events Manager works as a valued member of the Agape Flights Development team to implement and manage communication and event logistics with Agape Flights' key partners – donors, prospective partners and missionary affiliates. The Manager will fine tune and energize Agape's current communication to utilize an engaging "ministry and development" style with the goal to inspire, compel and create emotional attachment between people and our Kingdom focused ministry. S/he will support Agape's Communication Plan objective to *inspire faith and participation in community*.

#### **Primary Responsibilities:**

##### Website, Flightline Newsletter, and Social Media:

- Works closely with the Director of Development to ensure accurate, well-written, and compelling communication
- Serves as the website content manager for [www.agapeflights.com](http://www.agapeflights.com)
- Serves as editor of Agape's Flightline newsletter - assigning and writing stories, photo selection and graphic design
- Manages all social media and e-communication, ensuring consistency with the organization's mission and brand
- Researches and communicates missionary affiliate stories

##### Event Logistics

- Direct and coordinate annual open house event, Pie in the Sky, and smaller events as assigned, including theme, creative, layout and printing.
- Team lead for Agape's participation in the 24-hour online Giving Challenge as presented by the Community Foundation of Sarasota County

##### Coordination and Collaboration:

- Collaborates with, supports and edits donor related communication written by the CEO, Director of Development
- Serves as Agape's liaison with communication related vendors, contract workers and media
- Coordinates with and maintains positive relationships with news media, radio and photo/video team members to ensure brand consistency, coordination of messages and the highest standard for external communications

##### Other Duties:

- Annually reviews and updates the Agape Flights Communication Plan
- Photo editing, including personalization for occasional recognition gifts
- Event/Project communication and visuals – Pie in the Sky, Thanksgiving, Volunteers, Giving Challenge, etc
- Shoot and edit short-form video for social media and presentation
- Coordinates and produces print/media ads
- Creates graphics for brand related items and apparel

##### Qualifications

Able to use superior writing and editing skills to convey Agape's Kingdom ministry and partnership connections

Experience with Office suite – including word, excel, outlook

Experience with website content management systems, Wordpress is preferred

Experience managing social media content in a non-profit, business or professional role

Working knowledge of Adobe suite, especially PhotoShop and InDesign

Associate's or Bachelor's degree in a related field (communications, public relations, journalism, etc.) from an accredited college or university and/or combination of professional experience in lieu of desired degree

Has a personal relationship with Jesus Christ and desires to "Serve Christ by Serving His Missionaries"

##### Performance Characteristics

Is compelled by the love of Christ and the Agape Flights mission to serve missionaries

Is a strong independent worker who values team collaboration

Is able to prioritize multiple projects

Is thorough, accurate and organized, yet flexible

Is energized by the opportunity to assess, recommend and implement positive communication processes

*Interested applicants should email a cover letter and resume to Chief of Staff, [COS@agapeflights.com](mailto:COS@agapeflights.com)*

*We thank you for your interest; only those selected for an interview will be contacted.*