

JOB DESCRIPTION

TITLE: Communications Director **EXEMPT**

REPORTS TO: Executive Director

FUNCTION: Manage all communications, public relations functions and informational activities of the Society while meeting its goals and objectives. Responsibilities include the organization's magazine, newsletters, and marketing and promotional materials, both print and electronic. Also responsible for duties outlined below as well as other duties required.

DUTIES AND RESPONSIBILITIES:

1. Annual conference activities
 - a. Assist with all design and production of conference promotion and marketing communications
 - b. maintain consistent conference image in all communications
 - c. Other duties as directed
2. Serve as liaison to select committees: advise chair, attend to meeting particulars (hotel), prepare agendas, attend meetings, and prepare minutes
 - a. Technical (Editorial Advisory work)
 - b. Public Relations Committee
4. Customer service duties
 - a. Incoming calls, voicemail, email, copying, faxing
5. Association Branding
 - a. Assist Executive Director where requested
 - b. Other activities as necessary
6. Financial activities
 - a. Prepare and monitor annual budget for organization's magazine and other communications
 - b. Prepare and mail monthly advertising invoices
 - c. Assist Director of Finance with collections if necessary
7. Human Resource Activities
 - a. Supervision of Communications Associate
8. Assist leadership in carrying out Society's mission
 - a. Monitor member's satisfaction with the newsletter and related activities
 - b. Address appropriate activities related to Society communications
9. Member Programs
 - a. Manage editing and production of Society's print communications, including, publications catalog, annual report, and others as necessary
 - b. Direct Annual Directory production and distribution
10. Assist with membership recruitment/retention
11. Office management

- a. Maintain Society's in-house production equipment and software
 - b. Offer additional services such as slide design and production to staff and leadership
 - c. Attend all staff & director meetings
 - d. Complete monthly timesheets
 - e. Provide input for Staff-To-Do-List & Agendas
12. Continue professional development
- a. Maintain skills in existing desktop publishing environment
 - b. Master new programs as need arises
13. Manage content, design, production, and distribution of The Reporter
- a. Solicit appropriate editorial content from members, candidates, staff, and others
 - b. Write original material when necessary
 - c. Submit technical articles for review when appropriate
 - d. Copy, edit and proofread all material
 - e. Select content and design
 - f. Supervise printing and distribution
 - g. Other duties as required or requested
14. Public Relations Activities (Non-Committee work)
- a. Manage activities of PR Firm
 - b. Communicate w/Staff on PR activities
 - c. Administer Chapter Press Release program
 - d. Chapter PR Manual administration
 - e. all other PR program offerings
 - f. Work with Allied Organizations - info sharing
 - g. Manage participation in related trade shows
15. Website
- a. participate in site design and maintenance issues
 - b. monitor and manage according to policy

SKILLS:

- Desktop publishing experience
- Magazine Program Management
- PR Experience
- Fiscal responsibility
- Effective negotiation skills
- Sensitivity to member's needs and skill levels
- Excellent communications skills
- Work within standards of ethical business practice
- Capable of establishing priorities
- Proven accuracy and attention to detail
- Willingness to learn