

Job title: Communications Writer and Project Manager

FLSA status: Non-Exempt (Temporary – 12 mos)

Department: Advancement

Classification: Administrative

Reports to: VP of Advancement

Position summary: Primarily responsible for all writing communications as well as overseeing departmental projects and timelines.

Qualifications required:

- Minimum of undergraduate degree in communications
- Knowledge of how a denominational organization functions
- Strong administration knowledge

Qualifications desired:

- Bachelor's degree in communications

Essential functions and responsibilities:

- Direct, strategize and implement all writings of the organization as assigned as it pertains to appeals, newsletters and mailings
- Interface with graphics design employee, fulfillment staff and volunteers
- Coordinate all projects within the Advancement department
- Generate marketing ideas and produce final products for Triennial 2015
- Evaluate, coordinate and maintain Triennial 2015 schedule

Nonessential functions:

- Perform other duties as requested by the VP of Advancement

Success factors/job competencies:

- Time management – the ability to organize and manage multiple priorities
- Able to teach and coordinate with others
- Excellent written and verbal communication skills
- Strong team player

Physical demands and work environment:

- Physical demands: While performing the duties of this job, the employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop; talk or hear. Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work environment: The noise level in the work environment is usually moderate

Performance standards:

- Annual performance appraisal for administrative level
- Attainment of annual goals established between supervisor and employee

Approval/revision date: February 24, 2014

General sign-off: The employee is expected to adhere to all company policies while employed.

I have read and understand the contents of this job description.

Signature: _____

Date: _____