



JOB POSTING

COMMUNICATIONS MANAGER

Company Description

A mission-driven organization, Lutheran Metropolitan Ministry (LMM) serves people in Northeast Ohio and walks with them on their road to self-sufficiency. LMM helps empower people to overcome barriers, obtain job skills, gain employment, locate safe and stable housing, access counseling and support services, stay out of prison, and secure second chances in community. Our mission is to promote shalom (peace, well-being) and justice (right relationships) through a Christian ministry of service and advocacy with those who are oppressed, forgotten and hurting.

Position Summary

The **Communications Manager** position manages the development, coordination and successful execution of external communication initiatives within Lutheran Metropolitan Ministry (LMM); an established and innovative nonprofit focusing on Workforce Development, Housing & Shelter, and Health & Wellness Services. The Communications Manager will write print and e-newsletters, and be responsible for events, website content and management, social media, print and broadcast media coordination and other public relations efforts, strategic communication, and resource development through vendor management. This position will also be responsible for coordination and scheduling in support of a capital campaign during 2019.

Some of the duties include:

- Develop content for a variety of platforms and assist in interviewing, writing, editing and publishing agency newsletter, e-news, e-blast updates, and annual report.
- Maintain agency website with current feature stories and related information.
- Manage numerous social media platforms according to agency procedures.
- Establish/manage relationships with vendors in order to quote, order, produce, and track print collateral, videos, promotional items, etc. for the agency with adherence to departmental procedures.
- Uphold media and community relationships for proactive media coverage, support agency's public relations efforts, represent LMM in the community, and act as interviewee as needed.
- Establish/manage relationships with vendors in order to quote, order, produce, and track print collateral, videos, promotional items, etc. for the agency with adherence to departmental procedures.
- Provide communications and planning support for agency events including annual fundraiser.
- Maintain organized records of campaign-related information, including gifts and highly confidential and sensitive information.

Qualifications

Our ideal candidate has a Bachelor's Degree in public relations, communications, journalism, or related field; a minimum of three years' professional experience in communications, marketing, public relations, media, or event management; and proven ability to write and copyedit communication for a wide range of audiences and constituents. WordPress knowledge is a plus. The candidate must have a valid Ohio Driver's License, reliable transportation, and proof of insurance.

LMM offers a number of benefits for full time staff including, but not limited to: medical dental, vision, disability, life, generous paid time off, and a 403 (b) retirement savings plan. LMM embraces cultural diversity and is Equal Opportunity Employer/Minorities/Female/Disabled/Veteran, and a Drug-Free Workplace.

Join our team! Go to www.lutheranmetro.org/employment to complete an online application and attach a cover letter (with salary requirements) and resume. Applications accepted until position is filled.