

## Director of Communications

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Company: Boutique Recruiting

Location: Scottsdale

Category: other-general

**Educational non-profit is searching for a mission driven Director of Communications, onsite in Scottsdale! Join a dedicated organization and enjoy the ability to give back while doing what you love!**

### Day to Day Duties:

Manage direct reports.

Helps with internal communications, but also focuses on the organization nationally.

Assist with national campaigns.

Daily internal communications (newsletters, blogs, speeches, managing social media)

Some public facing leading marketing campaigns, helping to generate strategies and ideas.

Work closely with President and COO on projects.

Collaborate on annual goals, newsletters, blogs, etc.

Will be working with the Staff Writer to make sure they are on track and will review drafts.

Develop and implement an integrated strategic communications plan to advance brand identity; broaden awareness of its programs and priorities.

Increase the visibility of its programs across key stakeholder audiences.

Contribute to marketing/public relations strategy.

### **Minimum Requirements:**

6 years of communications or marketing experience.

Managing project and administrating plans.

Must be strong communications—ESPECIALLY IN WRITING.

BA degree required, Masters preferred.

Education Industry experience required.

Proficient with Microsoft Office suite; familiarity with Canva and Adobe, Creative Cloud, including Premiere Pro, Photoshop, and InDesign.

Non profit industry preferred.

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