



Communications Manager

Classification:	<i>Full-Time, Exempt</i>
Job Title:	<i>Communications Manager</i>
Reports to:	<i>Director of Communications</i>
Job Purpose:	<i>The communications manager is responsible for executing communications and marketing efforts to advance key organizational initiatives, including leadership training, civic engagement, community partnerships, business development, research and publications.</i>
Travel Requirements:	<i>Periodic travel may be required for training or business purposes.</i>

Who we are looking for:

This opportunity is for a creative, detail-oriented, self-starter who brings a marketing and communications mindset and project management skills to the workplace. In addition to being organized, flexible and a team-player this individual should:

- Be confident in their abilities but always looking to learn more
- Thrive in a highly collaborative, team-based environment
- Be able to produce under both remote and in-person supervision
- Have a flexible and adaptive mindset, with the ability to change course and adapt to changing environments and work processes
- Have a passion for creating healthier Kansas communities through leadership and engagement and/or a desire to embody the ideas taught by the Kansas Leadership Center

Job Responsibilities:

- Work with the Director of Communications to execute compelling branding and marketing campaigns that drive and support the success of organizational initiatives
- Implement digital strategies including content marketing, SEO, website optimization, advertising and analytics assessment
- Manage the Social Media Team and execute social media strategy and tactics across channels, including Facebook, Instagram, LinkedIn, Twitter and YouTube
- Publish and promote digital content in collaboration with the Creative Services Manager
- Manage printing projects with graphic design consultant and vendors
- Design and create email newsletters and campaigns, manage contacts and subscribers
- Manage content on KLC website using best practices in SEO and optimization
- Manage and execute advertising contracts, campaigns and conference sponsorships
- Prepare analytic/assessment reports for review by communications team
- Writing projects as assigned, including blog posts and announcements
- Other duties as assigned



Qualifications/Professional Skills Required:

- Bachelor's degree in marketing, communications or related field preferred; a digital marketing program certificate will be considered
- At least two years of experience in journalism, advertising, marketing or organizational communication
- Excellent interpersonal and communication skills
- Superior copywriting, editing and proofreading skills
- Clear understanding of content marketing and digital strategies
- Working knowledge of email marketing software/apps
- Experience managing social media platforms
- Website content management skills web, design/coding skills a plus
- Experience with print collateral projects (flyers, brochures, posters, reports, etc.)
- Experience with advertising/media buys (traditional and digital)
- Deadline oriented with significant attention to detail and process
- Ability to juggle and prioritize multiple projects, sometimes with tight turnarounds, and meet deadlines
- Self-directed and able to work independently
- Demonstrates excellent time management and organizational skills
- Ability to demonstrate a high degree of initiative and willingness to accept responsibility
- Highly proficient in Microsoft Office, project management and internet applications
- A professional and positive attitude

Desired Qualifications:

- Experience in cloud-based collaboration apps such as Trello or Asana desirable but not required
- Working knowledge of design software is desirable (Adobe Creative Suite, Canva, etc.)
- Skill in photography, video or audio production a plus, but not necessary

Physical Requirements:

- Ability to focus for sustained periods
- Ability to use computer and telephone
- Ability to perform repetitive wrist/hand/finger movement
- Ability to occasionally move objects up to 15 pounds

Compensation and Benefits:

- Competitive salary and benefits package. Salary determined by candidate's level of experience.
- Insurance and benefits in addition to salary: Retirement plan; health, dental and vision insurance; disability and life insurance; health flexible spending account; paid time off

Application Process:

Interested applicants should submit a cover letter, resume, writing sample, digital portfolio of past projects overseen and at least two professional references to Wendy Pollman, HR Representative, at hr@kansasleadershipcenter.org. For specific questions about salary and benefits please contact Wendy Pollman.

*Applications will be reviewed immediately and considered on a rolling basis until the position is filled. Priority will be given to those who apply by **November 27, 2022**.*

The Kansas Leadership Center is proud to be an equal opportunity employer.