



Communications Manager

Alpha Gamma Delta Foundation, Indianapolis, IN
Full-time

Description:

The Communications Manager communicates the personal, direct impact of the Foundation in the lives of our members and those in our communities through creation and implementation of a strategic, multi-channel communications plan.

Position Duties:

Communications:

- Tell the story of the Alpha Gamma Delta Foundation.
- Create, implement and oversee the strategic, multi-channel communications plan of the Foundation, including, but not limited to, website, social media, email communications and publications in concert with grant programs and fundraising initiatives.
- Manage the Alpha Gamma Delta Foundation brand in conjunction with the Fraternity's style guide and standards and in partnership with the Fraternity's Communications Department.
- Manage the Emma and Blackbaud Online Express email broadcast systems.
- Continuously evaluate, develop and maintain the Foundation website, maintaining its accuracy, relevancy and timeliness.
- Publicly represent the Foundation.

Organizational Management:

- Implement assigned sections of the board-approved strategic plan.
- Manage the Foundation's overall volunteer program.
- Serve as a member of the Fundraising Team.
- Maintain current professional expertise and attend educational workshops necessary for continued professional development.
- Attend board meetings and conferences as assigned by the Executive Director.
- Perform all assigned duties in a professional manner benefitting the mission and culture of the Alpha Gamma Delta Foundation.
- Communicate in a consistent and professional manner with the Foundation board and staff, Fraternity volunteers and staff, and all other constituents and donors while remaining a clear advocate for the Foundation's ongoing initiatives and goals.

Qualifications:

- Bachelor's degree required, preferably in communications, marketing, public relations or related field.
- Excellent verbal and written communication skills in the English language, and the ability to authentically communicate with constituents in a donor-centered, compassionate, caring and confidential manner.
- Tech-savvy, with experience working with websites, electronic communication and social media vehicles. Experience with Adobe Creative Suite preferred.
- Innovative thinker and doer.
- Well-organized, able to work with minimal supervision and manage time in a deadline-oriented environment.
- Flexible, able to shift priorities as required and enjoy working in a fast-paced environment.
- Personable and able to collaborate closely with others.
- Some travel required. Preference to Indianapolis-based applicants.
- Preference to a member of Alpha Gamma Delta Fraternity; knowledge of the Fraternity preferred but not required.

Expectations:

- Believe in the power of women to positively contribute to the world.
- Believe in the value of life-long education, personal growth, leadership development and service to others.
- Be compassionate, caring and confidential to all those we serve.
- Believe in the value of every donor and the power of many when joined together to impact our world.
- Be smart. Be committed. Be innovative. Be flexible. Learn, all the time.
- Live with integrity and expect the same from others.
- Cooperate, communicate and present your best self in all situations.
- Deliver your highest quality work with the time, resources and knowledge available.
- Believe in the value of Alpha Gamma Delta.

Click APPLY NOW to submit a cover letter with salary expectations, writing sample, reference listing and resume; or email to Julie Waitman, Executive Director, Alpha Gamma Delta Foundation, at jwaitman@alphagammadeltafoundation.org by **July 15, 2019**. Please note "Communications Manager Position" in subject line. No phone calls or walk-ins, please.