

THE CENTER FOR COMMUNITY SOLUTIONS
POSITION ANNOUNCEMENT/DESCRIPTION—Cleveland, Ohio Office
November, 2017

Position Title: **Director of Communications and Digital Strategy**
Reports to: President and Executive Director
Classification: Exempt
Location: Cleveland, Ohio

Description of The Center for Community Solutions: The Center for Community Solutions is a nonprofit, non-partisan think tank providing strategic leadership and organizing community resources to improve health, social, and economic conditions through applied demographic research, nonpartisan policy analysis and advocacy, and communication. Please visit our Website, www.CommunitySolutions.com, for more information.

General statement of responsibilities:

The Director of Communications and Digital Strategy directs all aspects of external communications, marketing activity, and the organization's overall communications strategy. Works in partnership with President and Executive Director and organizational leadership to establish and accomplish key organizational communications goals and objectives, and measures activities and outcomes. Manages the implementation of CCS' recently finalized strategic communications plan.

Builds relationships with the organization's constituencies including the media, policymakers, advocates, and funders. Increases the reach and consideration of Community Solutions' work and enhances its reputation as a prominent and respected public policy research organization.

Develops communications operating plan consistent with CCS strategic communications plan. Works with the organization to ensure consistent overall messaging and deliver a broader impact. Directs day-to-day operations of communications functions. Manages development, distribution, and maintenance of all print and digital collateral including, but not limited to a blog, Website, issue briefs, in-depth reports, weekly e-blasts and regular newsletter, brochures, annual report, and social media to ensure results are achieved on time and within budget.

Essential job tasks and core competencies:

- Supervising Communications Coordinator
- Writing and editing following AP Style
- Utilizing and managing digital marketing tools and technology
- Coordinating, and primary responsibility for, Website maintenance to ensure that new, consistent information is regularly posted
- Content planning, execution, and storytelling abilities
- Forming excellent relationships with the media, health and social service leaders, community professionals, and decision makers

- Recommending policies, guidelines, procedures, and systems to improve communication tools and effectiveness to the President and Executive Director and Board committees.
- Influencing opinions through verbal and written communications
- Making and reassessing decisions on an ongoing basis based on personal analysis, judgment, discretion, and experience while also seeking guidance and input from CCS leadership
- Collaborating and setting priorities and performing several tasks concurrently
- Displaying knowledge of standard and emerging media practices
- Speaking publically to both stakeholders and the media
- Maintaining knowledge of health and social issues, policy, and politics
- Solving problems proactively
- Using content management systems, specifically WordPress, email marketing platforms, event management systems, and social media channels proficiently
- Other duties as assigned

Qualifications:

Combination of education and experience normally represented by a Master’s Degree. Master’s Degree in Communications, Public Relations, or Marketing preferred but not required. At least five years of related experience demonstrating an increasing level of media relations and content strategy development, program, budgetary, and staff management skills. Excellent writing and verbal presentation skills are required. A strong track record of positioning an organization to achieve tangible outcomes in a competitive communications environment required. Must have experience and fluency in digital communications platforms. Experience in, and knowledge of, Ohio’s health and social service landscape preferred.

Reply by 5 p.m., November 27, 2017

Send application (see Website), resume, cover letter, up to three brief writing samples including one news release, and references to: Roslyn Kaleal at rkaleal@CommunitySolutions.com or by mail to the Cleveland address below.

Employment and tenure with The Center for Community Solutions are based on the “at will” principle of employment.

The Center for Community Solutions is an Equal Opportunity Employer M/F/V/D/SO.



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