

THE CENTER FOR COMMUNITY SOLUTIONS
POSITION ANNOUNCEMENT
Director of Communications and Digital Strategy
June, 2021

Established in 1913, The Center for Community Solutions (CCS) provides strategic leadership and organizes community resources to improve health, social, and economic conditions through demographic research, nonpartisan policy analysis and advocacy, and communication. More information is available at www.CommunitySolutions.com. CCS has offices in Cleveland and Columbus. The Director of Communications and Digital Strategy position is located in the Cleveland office.

The Center for Community Solutions is seeking a Director of Communications and Digital Strategy, who will report to the President/Executive Director.

The Director of Communications and Digital Strategy (DCDS) directs all aspects of external communications, marketing activity, and the organization's overall communications strategy. The DCDS works with organizational leadership to establish and accomplish key organizational communications goals and objectives, and measures activities and outcomes.

The DCDS builds relationships with the organization's constituencies including the media, health and social service leaders, policymakers, advocates, consulting clients and funders; increases the reach and consideration of Community Solutions' work and enhances its reputation as a prominent and respected public policy research organization; and works with multiple authors to publish and promote original content.

The DCDS develops the communications operating plan consistent with CCS' strategic plan, and works with the organization to ensure consistent overall messaging and to deliver a broad impact.

Essential job tasks and results include:

- Forming excellent relationships with print, broadcast and digital media, health and social service leaders, community professionals, government officials, and decision makers
- Speaking publicly to both stakeholders and the media; serving as spokesperson as needed
- Supervising Communications Coordinator
- Utilizing and managing digital content marketing tools and technology for proactive and reactive communications
- Coordinating, and primary responsibility for, weekly production of e-newsletter, Website and social media to ensure that new, consistent, relevant information is regularly posted
- Advising on and managing distribution of organizational products, including content planning, execution, and storytelling abilities; graphic design, data visualization and publication layout
- Using website, social media, and email system data to recommend policies, guidelines, procedures, and systems to improve communication and community relations methods and effectiveness
- Influencing opinions through verbal and written communications
- Collaborating and setting priorities and performing several competing tasks concurrently
- Displaying knowledge of standard and emerging media practices
- Maintaining knowledge of health and social issues, policy, and politics
- Writing and editing following AP Style
- Using content management systems, specifically WordPress, Mail Chimp, EventBrite, and social media channels proficiently
- Managing relationships with project consultants as needed
- 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, community relations, 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 and/or state and county government, preferred.

Classification: Exempt

Every Community Solutions' employee must understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity and inclusion.

Reply by: July 14, 2021

Download an application online: <https://www.communitysolutions.com/about-ccs/employment/>

Send the completed application, resume and cover letter (PDFs preferred)

to: hr@CommunitySolutions.com.

References, writing samples, etc. also may be submitted but are not required.

No phone calls please. Competitive salary commensurate with skills and experience. Excellent medical, dental, vision, and other benefits provided. This is a full-time, salaried, senior-level position.

*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.*



1501 Euclid Avenue, Suite 310, Cleveland, OH 44115

P: 216-781-2944 // F: 216-781-2988

www.CommunitySolutions.com