



## **JOB TITLE: COMMUNICATIONS MANAGER**

**ORGANIZATION:** Founded in 1987, Drug Free Action Alliance is a statewide non-profit (501c3) with the mission to lead the way to promoting healthy lifestyles through the prevention of substance abuse and related problems. The agency does this in a number of ways, including working with legislators, multiple media outlets and community members in every county in Ohio, advocating for sound policy change, effective community collaboration and the ability to promote evidence-based research on substance prevention. Through signature programs and globally-respected trainings, Drug Free Action Alliance is also considered a national leader in substance abuse prevention, having our products or services involved in communities in every state in the U.S and is viewed as a primary source, disseminator, and conduit of information within this diverse network and constituent base. For more information, please visit [www.DrugFreeActionAlliance.org](http://www.DrugFreeActionAlliance.org).

**JOB DESCRIPTION:** Reporting to the Assistant Director, Drug Free Action Alliance is seeking a full-time Communications Manager position who has at least 1 year of communications experience, ideally in an “in-house” leadership role within a government or nonprofit entity, and covering areas such as website content, newsletters, social media and donor communications. The ability to take knowledge and transform it into exciting and useful messages, and disseminate it to the right audiences through the best distribution channels is critical. The candidate will be researching and distilling data and updating product content, updating website content, managing multiple social media accounts and other communication tools for the agency. This is a hands-on role requiring competency with strategic thinking and the ability to directly design, write and manage distribution for all communications.

### **REQUIRED SKILLS:**

- 1+ years in communication with experience in writing, editing, website content management and creating messages for a variety of audiences.
- Superior writing, editing and verbal communication skills. Must be able to demonstrate messaging with an eye on cultural competency.
- Manage webpage content and ensure that new and consistent information (article links, stories, and events) is posted regularly
- Ability to consult with senior management on communication strategy. Strong interpersonal and networking skills are a must.
- Manage development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletters, brochures, annual report, e-newsletters, and Drug Free Action Alliance's website
- Manage all media contacts
- Build and manage agency's social media presence
- Must be able to demonstrate speed, flexibility and adaptability and ability to work under pressure in a fast-paced environment.

- Requires outstanding judgment, problem-solving ability and resourcefulness.
- Creative mindset and ability to generate new ideas.
- Bachelor's Degree in Journalism, Communication or related field required.

**QUALIFICATIONS :**

- Highly collaborative style; experience developing and implementing communications strategies
- Relationship builder with the flexibility and finesse to "manage by influence"
- High energy individual with the ability to position communications discussions at both the strategic and tactical levels
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives

**DISCLAIMER:**

The preceding job description has been designed to indicate the general nature and level of work. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of all employees assigned to this position.

**DRUG-FREE WORK PLACE:**

Drug Free Action Alliance has instituted a Drug-Free Workplace Program. As such, independent contractors and employees of independent contractors are expected to be free from the effects of drugs and/or alcohol use/abuse while conducting business for or on behalf of the agency. As a consequence, any contractor found to be violating any aspect of the Drug-Free Workplace Program may be asked, depending upon the nature of the violation and at the agency's discretion, to remove him/her from the worksite and/or to discontinue doing business with or on behalf the agency.

**SALARY RANGE:** \$35,000 – 40,000