



Communications Manager

SUPERVISOR: Director of Development
POSITION: Full Time, Salaried, exempt

DESCRIPTION

Responsible for developing and executing a year-round communications and marketing plan for the organization.

SONH CULTURE

Special Olympics New Hampshire is a fast-paced, non-profit organization providing services to people with intellectual disabilities. The organization has a small staff, a heavy workload and frequently works under deadline pressures. Employees must demonstrate personal discipline and self-motivation to meet SONH organizational and program goals. Each SONH staff member is expected to demonstrate good interpersonal skills, attention to detail and flexibility in assignments, tasks, schedules and roles in working cooperatively to meet our goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management of communications includes planning, writing, editing and submitting written information for publication, social media, website content, mailing and other such distribution in a timely and professional manner. The Communications Manager contributes to the SONH media relations effort by developing story concepts, writing press releases and informational interviews with board members, staff, volunteers and athletes. Media relations tasks include building relationships within major NH news outlets (newspapers, television, radio), inviting media representatives to attend events and ensuring they have appropriate SONH contact information. Strong organizational and prioritizing skills and interpersonal relationship skills are essential in the performance of this job. Excellent writing, composing and grammar skills are necessary in the performance required in this position. Additional communications responsibilities may include, but are not limited to:

- Media monitoring
- Mass email communication (through Constant Contact)
- Ensuring brand and messaging consistency
- Communication mechanism for our family (e-newsletter, blog, etc.)
- Website content
- Social Media
- Reviewing, organizing and editing photos and videos
- Marketing Winter Water Sports and other fundraising initiatives as needed

Flexibility in work assignments and role is essential in all of our work. Staff will report directly to volunteers leading specific projects each year. Demonstrating support for our athletes, donors and volunteers is a requirement for all staff. The Communications & Grants manager is expected to perform other tasks as assigned.

Staff is expected to maintain communications in a cooperative and professional manner with all levels of SONH. Including staff, volunteers and athletes by demonstrating:

- Open communications with respectful and constructive expression of differences;
- Treating all employees with dignity, respect and courtesy; and
- Making every effort to resolve conflict and communications issues.

KNOWLEDGE AND EXPERIENCE

- Excellent communications skills, including writing composition and interpersonal skills that support a collaborative team effort
- Two years of working experience in a non-profit organization.
- Proficient organizational and time management skills in working within established schedules and goals;
- Bachelors degree
- Driver's license

Interested candidates should send cover letter with salary requirements and resume to:

Special Olympics New Hampshire

650 Elm Street

Manchester, NH 03101

Hiring@sonh.org

Fax: (603) 624-4911

No phone calls, please.