

**JOB TITLE:** Communications and Advancement Specialist

**DEPARTMENT:** Communications

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Communications Director

### **POSITION SUMMARY**

Under the supervision of the Communications Director, the communications and advancement specialist (CAS) promotes the mission and identity of Dominican Sisters of Springfield, IL by collaborating with and supporting the needs of the communications and mission advancement offices.

The CAS works directly with the Communications Director and the Director of Mission Advancement, and on an as-needed basis with members of the Planning Collaborative, to meet the communications goals of the Congregation.

### **ESSENTIAL JOB FUNCTIONS**

- Communicates the mission, vision, values, and goals of the Dominican Sisters of Springfield, IL through all communications channels;
- Integrates the Dominican Sisters' antiracist commitment in daily practice, process, and projects
- Collaborates with colleagues in communications and mission advancement offices to:
  - Facilitate email list growth, segmentation, and maintenance (Constant Contact)
  - Create and distribute at-least weekly email campaigns
  - Conceptualize and create a minimum of three annual appeals, including direct mail, social media, and email strategies
  - Utilize and analyze Facebook page ad account for mission advancement office
  - Produce an annual donor report
- Writes, presents for approval, and distributes:
  - News releases, church bulletin notices, and community calendar announcements
  - Weekly newsletter copy
  - Annual jubilee celebration communications
  - Other copywriting needs
- Contributes to creative concept and copywriting for website
- Assists with copywriting and editing for communications office projects
- Updates and maintains lists of communications outlets germane to the mission of the congregation
- Maintains a log of news releases, articles, and media related to the work of the Communications Department, and provides essential documents to archives on a regular basis
- Assists with photography, videography, social media posting, graphic design and videoconferencing set-up and monitoring
- Assists Communications Director with editing and proofreading
- Provides general support to the advancement and communications teams
- Assists with publicizing and marketing events at Sacred Heart Convent
- Participates in an orientation to antiracism training
- Creates graphic design and layout for print and online publication including but not limited to the magazine, annual report, advertisements, brochures, handbooks, and other publications as requested; follows through with final edits and delivery of materials;

- Participate as member of JUST Words editorial board

## **KNOWLEDGE, SKILLS, AND ABILITY**

- Knowledge of and experience with:
  - Microsoft Office 365
  - Adobe Creative Suite
  - Constant Contact proficiency or the ability to learn and implement quickly
  - Donor Perfect proficiency or the ability to learn and implement quickly
  - Word Press (Beaver Builder)
- Skilled with:
  - Writing, copyediting, proofreading
  - Communications and public relations principles
  - Marketing in digital and print media
  - Managing projects and taking direction from others
- Ability to:
  - Learn and communicate the charism, values, and mission of the Dominican Sisters of Springfield
  - Listen actively
  - Ask critical questions and analyze contexts
  - Adapt to changes in technology
  - Stay current in field
  - Meet deadlines
  - Practice self-discipline
  - Maintain confidentiality
  - Work collaboratively and independently
  - Accept constructive criticism
  - Manage tasks and time
  - Organize workflow
  - Empathize and understand others

## **EDUCATION AND MINIMAL REQUIREMENTS**

- Bachelors with an emphasis in communication, public relations, and/or web technology
- 1 year or more experience in this or related field

## **ADDITIONAL SPECIFICATIONS**

- Professional development & training
- Adhere to department and employer policies and procedures
- Some weekend and evening work required
- Some travel required
- Performs all other miscellaneous duties as assigned
- Make recommendations, based on experience concerning suitability of various technologies.