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## **DEVELOPMENT AND COMMUNICATIONS – DIRECTOR OF COMMUNICATIONS**

### **Position Assignment**

**Title:** Director of Communications

**Organizational Unit:** Development and Communications

**Recruited by:** Vice President of Development and Communications

**Approved by:** President and CEO

### **Working Relationships**

**Reports to:** Vice President of Development and Communications

**Staff Team:** Vice President of Development and Communications, Director of Development, Director of Church Relations, Development and Communications Administrative Assistant, and all STCH Ministries staff to enhance the total program

### **Basic Functions**

The Director of Communications provides creative expertise for STCH Ministries, which includes responsibilities for managing websites, graphic design, video production, photography, writing, and other communications tasks necessary to further the organization's mission. This position plays a vital role in communicating the ministry of the programs of STCH Ministries to further the mission, vision, and values of the organization.

### **Basic Responsibilities**

1. To work independently as the leader of all STCH Ministries communications.
2. To oversee a strategy for meeting the information needs of the entire ministry.
3. To produce and place consistent media coverage in the appropriate media outlets.
4. To write, edit, and place articles in appropriate publications.
5. To write, edit, and place advertisements in appropriate publications.
6. To remain current in the field of web development, graphic design, and communications techniques and strategy.
7. To manage the STCH Ministries websites by ensuring that information is posted in a timely manner and that design modifications are created and implemented.
8. To provide graphic design services for publications and other print and specialty items.

# Position Description

## STCH Ministries



9. To coordinate with printers and other vendors to ensure successful completion and distribution of materials.
10. To provide audio/visual support for special events and meetings.
11. To assist in creating and developing video productions, to develop productions for radio and television broadcasts, and to take photographs as necessary.
12. To work with the Vice President of Development and Communications on the budget process, helping to anticipate expenses, and operating the Development and Communications program in accordance with the budget approved by the STCH Ministries Board of Directors.
13. To perform all other duties as assigned.

I, the employee, have read, understand, and agree with the position description for Development and Communications - Director of Communications.

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Employee Signature

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Date

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Employee Supervisor Signature

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Date