

## **JOB OPENING**

*Right Sharing of World Resources is excited to announce a job opening for a Communications Director. We would welcome an experienced person or someone with entry level experience who has the desired skill set and is eager to learn. Please post and circulate widely.*

*Inquiries and applications should be sent electronically to Jacqueline Stillwell, General Secretary with a letter of interest, resume, and 3 references. Applications will be accepted until the right person appears. Interviews will begin late January with a start date of February 3.*

*[jacquelinestillwell@rswr.org](mailto:jacquelinestillwell@rswr.org)*

*[www.rswr.org](http://www.rswr.org).*

**Job Title:                    COMMUNICATIONS DIRECTOR**

**General Statement:**

The Communications Director provides administrative support and works closely with the General Secretary to plan and implement a comprehensive communications program for Right Sharing of World Resources. This work can be done remotely. The General Secretary supervises the Communications Director.

**Desired Qualifications:**

**Education:**

1. College degree or equivalent.

**Desired Experience:**

1. Implementing a well-run communications program.
2. Running annual giving campaigns, doing mail and email appeals.
3. Communicating with donors by phone, email and occasional personal contact.
4. Writing for social media, newsletters, appeal letters, reports.
5. Operating computer programs for development database management (Donor Perfect), word processing, spread sheets, and file storage (Google Drive).
6. Liaising with independent contractors such as printers, mailing houses, design layout.
7. Working with volunteer committees and supporting volunteers.
8. Writing educational and promotional materials.
9. Managing web sites.

**Skills:**

1. Written and oral communication; good interpersonal communication.
2. Researching, organizing, and interpreting communications data.
3. Conceptualizing, articulating, and implementing communications and development projects.
4. Working cooperatively with others, able to take initiative, and understanding when each is appropriate in the Quaker and committee context.
5. Working on many different projects while setting priorities and meeting deadlines.
6. Organizing data, files, and materials, and keeping track of dates and details.
7. Managing technology to support communication functions. Experience with Donor Perfect, Constant Contact and Google Drive is helpful.

General:

1. Familiar with (or member of) the Religious Society of Friends.
2. Supportive of RSWR's mission and goals.
3. Endowed with commitment and imagination; creative thinker.
4. Being a self starter, independent worker, and team player
5. Able to travel occasionally.

Duties and Responsibilities:

Communications:

1. Write and produce RSWR Newsletter - paper and electronic. After consultation with GS, take responsibility for producing RSWR newsletter 4 times a year (paper & electronic versions); getting it out on schedule. (Some major articles will be written by others.)
2. Manage the RSWR web site, including keeping information current and correcting problems promptly.
3. Develop printed and on-line marketing materials.
4. Produce appropriate reports, brochures, educational and other materials (paper and electronic) and regularly distribute them to Friends and meetings served by RSWR.
5. Provide appropriate materials to RSWR volunteers to assist with interpretation of RSWR.
6. See that appropriate articles and reports about RSWR and its programs are published in Quaker periodicals, yearly meeting newsletters, etc.
7. Maintain active presence on social media, and support others to do so.
8. Implement annual giving plans and manage calendar of donor communication, including mail appeals, e-blasts, social media messaging. Direct donor communication and campaign support as needed.

Other:

1. Answer phone occasionally.
2. Travel to board meetings, and occasional gatherings of Friends.
3. Attend committee meetings and other events as needed.
4. Other duties as assigned by the General Secretary.

27.5 – 40 hours/ week

Salary comensurate with experience

Benefits - paid vacation & sick time, health insurance, retirement

<https://www.rswr.org/staff-profiles>