



JOB DESCRIPTION

DATE:	August 23, 2019
POSITION:	Communications Director, The New York Project
REPORTS TO:	Executive Director, The New York Project
FLSA STATUS:	Exempt
WORK HOURS:	Full-Time Position

DESCRIPTION:

The Communications Director will be a humble, hungry and smart leader who will play a central role in building momentum to a complicated and ambitious 10-year strategy.

Reporting to the Executive Director of The New York Project (NYP), s/he will direct, oversee, curate, produce and brand all donor and stakeholder messaging and communications. The Communications Director will manage a team of contractors and vendors related to all communications needs as well as oversee all communications related to donor events and experiences.

RESPONSIBILITIES:

- + Oversee strategy and production of the Annual Report and all communications needs for donor experiences including a three-day highly programmed donor weekend
- + Responsible for the development, distribution, and maintenance of all print and digital collateral including, but not limited to, social media and web platforms, newsletters, brochures, stewardship reports etc. (instead of the second bullet)
- + Collaborate with the communications teams of both Redeemer Family of Churches & Ministries and Redeemer City to City to make sure messaging on NYP is consistent and coherent with other organizational voices
- + Hire and manage staff and contractors as needed while staying on track with budget constraints
- + Ensure communications vehicles are put in place to create momentum and awareness with NYP various phases and seasons as well as measuring the effectiveness of communications initiatives in order to help inform future decisions and strategies
- + Collaborate with other leaders at CTC on all PR and communications on sensitive or controversial topics as it relates to NYP
- + Develop compelling and relevant communications narrative and supportive messaging to communicate effectively The New York Project's values and strategy to relevant audiences
- + Create and manage Communications budget

JOB QUALIFICATIONS:

- + Self-starter who takes initiative while also being able to flourish and cultivate a highly collaborative work style
- + Remains focused in the face of pressure while consistently juggling priorities and delivering against multiple timelines
- + Able to simultaneously implement both large and small projects while handling a wide variety of tasks
- + Highly motivated by innovation, creativity, excellence and deep intentionality in caring for donors and stakeholders
- + Desires goodness for New York City and is highly motivated by growing the gospel movement in New York City across many denominations
- + Seeks to build winsome, productive and supportive team dynamic and partnership with project collaborators at Redeemer Family of Churches & Ministries and Redeemer City to City to include unique organizational perspectives
- + Models a humble posture that reflects the mission and values of Redeemer City to City and the organization's work globally and in cities.
- + Affirms the Nicene Creed and is committed to a local Christian church
- + Has a mature understanding of the work/life dynamics and struggles in ministries and faith-based causes
- + A deep commitment and proven dedication to professional growth, emotional maturity, clear communication through conflict and professional excellence

SKILLS AND EXPERIENCE:

- + 4+ years of communications experience in New York (or in a global city) where at least 2+ years involved managing others
- + Has managed others including contractors and vendors
- + Has produced print or digital collateral to communicate fundraising messaging
- + Has managed or been involved in projects with many stakeholders and complexity
- + Has a robust portfolio of work to showcase implementation of complex messages for targeted audiences

To apply, please send a cover letter and resume to hr@redeemercitycity.com.