

Job Description

Position Title: Communications Manager

Position Overview: The Immune Deficiency Foundation (IDF), founded in 1980, is the national nonprofit patient organization dedicated to improving the diagnosis, treatment and quality of life of people with primary immunodeficiency diseases (PI) through advocacy, education and research.

This position will work independently and/or as part of a team to facilitate the execution of communications projects and programs to support the IDF's mission, specifically coordinating communications for the IDF SCID Compass program. This position is responsible for creation of effective communications, working collaboratively with members of the Communications and other departments to generate and implement integrated communications, and to write, edit and produce content for a variety of audiences. The Communications Manager must have excellent written, verbal, and organizational skills.

Reports To: Vice President of Communications

Position(s) Supervised: None

FLSA Classification: Exempt

DUTIES AND RESPONSIBILITIES:

- Manage marketing and communications of IDF SCID Compass program.
- Write and edit content for various communications, including print materials, websites, blogs, newsletters and social media.
- Responsible for developing content and generating activity to engage new and existing constituents.
- Create marketing and educational materials for IDF SCID Compass program.
- Collaborate with external partners to ensure educational content meets needs of community.
- Manage production of publications and mass mailings with multiple vendors.
- Support all communications tasks and initiatives.
- Periodically travel and attend evening and weekend events.
- Must be available to fully participate in IDF 2019 National Conference and SCID Compass Summit June 20-22, 2019.
- Other duties as assigned.

DESIRED SKILLS AND CHARACTERISTICS

- Thorough understanding of marketing and communication principles.

- Outstanding writing/editing skills, and ability to adapt writing style as necessary to communicate through varied communications to varied audiences. Ability to edit, revise, and give/receive feedback on writing.
- Ability to work independently, as well as in a team, and make key decisions in a fast-paced environment.
- Exceptional project management skills and the ability to prioritize work effectively, under strict deadline pressure.
- Effective planning, scheduling, researching, interviewing and writing skills.
- Strong attention to detail.
- Web, digital and social media savvy.
- Experience with Microsoft Office, social media platforms, e-mail marketing systems.
- Basic graphic design skills preferred.
- Excellent interpersonal skills, including capacity to work with staff at all levels.
- Self-motivated, goal-oriented.
- Ability to interact with the greater community, and represent the Foundation tactfully and diplomatically.
- Creativity and flexibility as well as a positive, professional attitude.

EDUCATION / EXPERIENCE

Bachelor's degree and 3-5 years of experience in communications, marketing, or equivalent combination of education and experience.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Is able to travel by automobile, train and airline occasionally.

Is able to interact with groups of people in both small and group settings.

While performing the duties of this job, the employee is required to sit for long periods of time; use hands and fingers for writing and typing; lifting of supplies and materials up to and including 20 pounds. Specific vision abilities required by the job include close vision for reviewing documents or hardcopy.

Please reply with resume and cover letter to hr@primaryimmune.org