



POSITION DESCRIPTION

Director of Communications

Summary: Sets messaging strategy in coordination with Entrust leadership and communications team. Oversees development and completion of external and internal communication tools. Maintains ongoing evaluation of messaging effectiveness. Supervises, leads and develops communications team. Key projects include electronic and print materials, videos, website content, podcast and social media posts.

Reports to: President

Commitment: Full-time

Location: Flexible (occasional trips to Colorado Springs home office required)

Compensation: Raises support

SPECIFIC AREAS OF RESPONSIBILITY

- Provide leadership of Entrust communications team including setting strategy goals, planning, budgeting and day-to-day implementation of communication efforts, both internal and external.
- Direct Entrust branding and messaging efforts including print, social media, website, video, podcast and other modes of internal and external communication.
- Collaborate with Entrust's donor relations and human resources teams, and other teams as requested, on various communication pieces.
- Assist in design, creation and production of promotional materials.
- Oversee staff intranet and other modes of internal communication.
- Contribute to mobilizing new staff and donors to Entrust.

OUTCOMES

- Entrust will be known within the Christian community for excellence in Christian leadership training.
- Entrust donors and partners will be well-informed about God's work through Entrust ministries.
- Entrust ministries will be strengthened by increased prayer and increased financial donations.
- Entrust communications team will experience clear leadership, strategy and implementation of goals and projects, and the team will have opportunities for growth in specific areas of responsibility.
- Entrust staff will maintain unity through knowledge of one another's ministries as the organization expands.
- Entrust staff will have available clear channels of communication with one another and with home office personnel.
- Entrust will gain new staff and donors.

QUALIFICATIONS

Professional Qualifications

- Bachelor's degree or comparable, and 1-2 years' experience in communications/marketing.
- Ministry experience desired.
- Ability to prioritize time, manage multiple projects simultaneously and meet deadlines.
- Proven ability to lead a team and work collaboratively with other teams.
- Familiarity with email marketing platforms.
- Strong understanding of social media marketing.
- Familiarity with Canva, Adobe Creative Cloud software or similar applications.
- Good working knowledge of Microsoft 365.
- Interest and ability to learn other software as necessary.
- Successful completion of Entrust's Facilitating Relational Learning module within first year of employment.
- Commitment to principles and best practices of adult education.

Personal Qualities Desired

- Visionary leader with ability to translate vision into measurable goals.
- Desire to support the stated mission of Entrust and provide support for the staff.
- Flexible and adaptable to change.
- Excellent communication and interpersonal skills.
- Excellent organizational skills.
- Self-motivated/self-starter.

Spiritual Qualities Desired

- Teachable spirit and servant's heart.
- Growing Christian who is personally following Christ and active in a local church.
- Consistent devotional life.
- Ability to bring a spiritual perspective to work as demonstrated in attitude, faithfulness and interpersonal relationships.

Employment Requirements

- Agreement with Entrust Statement of Faith.
- Agreement with the policies and procedures in the *Entrust Staff Handbook*.

Entrust is an employer-at-will. As such, Entrust reserves the right, as the employee does, to terminate the employment relationship at any time with or without reason.