



Job Title: Director of Communications

Reports To: VP of Design & Communications

Status: On-Site, Full Time, Salaried Exempt

Salary and Benefits: Annual salary range: \$48,000-\$62,000/year.

Full-time benefits include 3.75 hours of PTO earned per biweekly pay period, 3 hours of Care/Sick time earned per biweekly pay period, 4 paid holidays, Health Insurance (75% paid by museum for employee, 50% paid by museum for qualifying dependent), short/long term disability, life insurance, and Simple IRA with 3% match. At the beginning of the year (January 2025), 3 floating holidays are earned as well.

Summary: The Director of Communications will oversee the museum's communication strategy and messaging to internal and external audiences. This role will direct the creation of all communication materials and ensure brand integrity throughout.

Essential Duties & Responsibilities:

- Establish and drive a multi-channel communications strategy that aligns with the organization's objectives
- Manage all media relations and represent the Building for Kids in media spots as needed
- Ensure brand integrity and consistency across all platforms
- Oversee the creation of all print and digital communication materials
- Lead, grow, and support the Communications team in effectively telling the organization's story to target audiences, both internal and external
- Measure and analyze the effectiveness of communication strategies and initiatives including support of accurate data collection in the museum's POS/CRM system
- Lead the curation of the museum's gift shop
- Other duties as assigned

Core Competencies & Experience:

- Excellent written and verbal communication skills
- Experience managing a communications team and strategy
- Strong organizational skills with the ability to manage multiple projects and deadlines
- Familiarity with Adobe Creative Suite
- Available for occasional evenings or weekends as needed

To Apply: Please submit resume and cover letter to Casie Holdcroft, VP of Design & Communications at choldcroft@buildingforkids.org.

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