



Job Title: Director of Communications
Department: Development
Reports to: Vice President of Development

FLSA Status: Full-Time, Salaried
Remote Work: Flexible

Summary:

FEBC is seeking a Director of Communications to plan, manage, and execute a multi-channel content communications strategy. This role will oversee content communications to donors and other constituents as well as public relations efforts to increase awareness.

Must be an innovative content creator and storyteller, as well as a strategic thinker and problem-solver in digital, print, and media communications. Because of the complexity of FEBC's international ministry and multi-channel communications program, a high level of organization will be key. This position's responsibilities include brainstorming, researching, creating, and editing content in collaboration with other team members, ensuring on-time project development and execution. This position also includes leadership and management of the communications team.

Essential Duties and Responsibilities:

- Oversee project ideation, creative development, and execution
- Lead and manage small team of communications staff and freelancers
- Write/edit donor-facing content and communications, delegating as appropriate
- Plan and coordinate video projects with vendors to serve ministry needs
- Oversee website and digital strategy
- Help plan and provide resources for in-person and virtual events on an as-needed basis
- Expand public awareness through marketing including podcast, radio, and sponsorships.
- Create and syndicate press releases on an as-needed basis
- Liaise FEBC's international fields to procure content, stories, and media
- Prepare annual reports and documentation for international association
- Report on measurable project results to measure success and drive strategy
- Performs other duties as assigned.

Requirements:

- Mature personal faith in Jesus Christ with strong sense of calling to serve the advancement of the Gospel internationally
- Agreement with FEBC's [mission and statement of faith](#)
- Strong creative and storytelling ability
- Strong writing, editing, and verbal/interpersonal skills
- Organized, high attention to detail, and deadline oriented
- Digitally savvy and able to assimilate new platforms and strategies synergistically
- Experience in leveraging social media and digital communications toward measurable results
- Visual/artistic eye and ability to articulate creative direction to designers
- Team-oriented and self-motivated with ability to anticipate needs
- Ability to travel internationally occasionally

Experience Preferred:

- Bachelor's degree
- Professional experience in Christian ministry
- 5+ years of experience in related position or non-profit ministry work

Supervisory Responsibilities: Communications staff & freelancer relationships

To apply visit febc.org/employment-opportunities or email your resume to ccarpenter@febc.org.
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