

Director of Communications

Supervision: Reports to the Vice President of Communications

Primary Goal: To advance Christ's call to fulfill the Great Commission by encouraging and supporting the fulfillment of the mission of ECFA.

The Director of Communications will work directly with the Vice President of Communications and should be a humble servant with great organization skills as well as detail oriented.

Duties and Responsibilities:

1. Oversee ECFA's advertising program.
2. Oversee conference ads and materials.
3. Oversee the monthly communication through MailChimp.
4. Oversee the Business Directory, including communication with potential subscribers.
5. Oversee the social media staff.
6. Assist with scheduling of webinars.
7. Coordinate the work of employees assigned to work on the communications team.
8. Perform other duties as assigned by the Vice President of Communications.

Qualifications:

- Understanding of, passion for and identity with the evangelical community.
- A lifestyle of character and integrity consistent with Christian principles.
- Ability to oversee and effectively manage employees under supervision of this position.
- Knowledge of ECFA members and the standards.
- Professional in tone and effective through all forms of communication.
- Exemplary personal and professional integrity with a high sense of motivation.
- Ability to effectively communicate by telephone and email.
- Servant leadership traits, personality, and temperament.
- Refined organizational skills, flexibility, and self-initiative.

- College degree
- Experience with MailChimp, SurveyMonkey, and GoToWebinar is a plus.