Education and Communications Specialist

**Supervision:** Reports to the Senior 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.

**Duties and Responsibilities:**

1. Serve the mission of ECFA and vision of ECFA’s Board and President/CEO
2. Model humble, hardworking, and healthy servant leadership to the ECFA team, our members, and the broader community
3. Grow and manage the vast library of ECFA’s educational resources on governance, financial management, fundraising, and leadership integrity
4. Contribute to the production of ECFA Knowledge Center articles, books and eBooks, webinars, and more
5. Collaborate with the Member Accountability Team in raising awareness of ECFA standards and creating proactive educational tools to support compliance with the standards
6. Provide research and editing support on other ECFA written material such as survey reports, presentations, blogs, and books and eBooks
7. Collaborate with the Communications Team on content marketing strategies for promoting educational resources through social media, video production, Pulse eNewsletter, and Outreach
8. Author news items on relevant finance, tax, legal and policy developments
9. Assist in keeping ECFA members appropriately informed and represented on government and public policy matters
10. Represent ECFA at conferences and other travel as needed
11. Other duties as assigned

**Qualifications:**

— Understanding of, passion for, and identity within the evangelical community
— A lifestyle of character and integrity consistent with Christian principles
— Alignment with the ECFA team’s core values of Humble, Hardworking, and Healthy
— High proficiency in computer-based work environment, including proficiency in Outlook, Excel, Word, PowerPoint, as well as keyboard speed and general computer use
— Knowledge and willing to learn about software as appropriate
— Ability to maintain confidential records
— Professional in tone and highly effective through all forms of communication
— Excellent interpersonal skills and highly collaborative
— Excellent organizational and project management skills and attention to detail
— Excellent time management skills with a proven ability to meet deadlines
— Exemplary personal and professional integrity with a sense of high motivation
— Strong analytical, strategic thinking, and problem-solving skills
— Proven expertise and leadership in content creation and strategic communications
— At least 5 years’ experience in content creation and communications
— Bachelor’s degree required

**FLSA Status:** Exempt - Professional

This position allows for remote work, except as needed for ECFA travel or other business or work in the ECFA office in Winchester, VA.