



# Communications Manager Job Description

The Upper Arlington Education Foundation's Communication Manager (Chief Storyteller) is responsible for furthering the mission, vision and values of the organization through internal and external communication. Part-time. Reports to the Executive Director.

## Responsibilities

1. **Brand Management** - Facilitate Consistent Branded communication for Upper Arlington Education Foundation and Alumni Association
  - a. Create and implement a communication calendar that supports the work of UA+Ed and UAAA
  - b. Attend meetings and events with staff, district leadership and other stakeholders to stay informed of UA+Ed's impact throughout the school community
2. **Communication Planning** - Create and implement a communication calendar that supports the work of UA+Ed and UAAA
3. **Storytelling** - Create & Distribute Written and Visual Storytelling pieces to strengthen donor engagement
  - a. Website content
  - b. Newsletters
  - c. Donor communications
  - d. Grant/Impact highlights
  - e. Events promotion
  - f. Annual Report content (w/graphic designer)
  - g. Presentations
  - h. Social Media
  - i. Press releases/Media Relations
4. **Event & Board Support** - Organize and help implement events and outreach as needed
  - a. Fundraising initiatives and promotion
  - b. Board communication and development