**TITLE: Development and Communications Director**

**The Kennedy Center, Inc**. is a nationally recognized community rehabilitation agency. We are a leader in the field, delivering innovative services to adults and children with disabilities.

Our dynamic Development team is growing and is seeking an experienced web-savvy **Development & Communications Director.** This position will be responsible for driving the growth, development, execution, engagement, and measurement in all areas including multimedia communications, public relations, print materials, social media, and the website. The Development & Communications Director will work with colleagues, senior management, and program staff from across the organization to help set the strategic direction for messaging and managing communications across all media.

Our ideal candidate has experience creating on-brand social content to strategically drive consideration, engagement, and garner support on behalf of the organization.

REQUIREMENTS:

• Bachelors’ Degree in Marketing, Communications or related field

• Minimum of three to five years of experience in marketing/communications and development

• Three years of experience in copywriting, design and editing email / social media marketing campaigns

• Experience in all aspects of communication practices and social media

• Relationship builder with exceptional interpersonal skills

• Excellent internet research skills

• Experience in graphic and web design plus video production and editing preferred

• Advanced proficiency in MS Office Suite; Excel, PowerPoint, Adobe Photoshop/InDesign, Google analytics, YouTube, Facebook, Instagram, LinkedIn and Twitter

• Work a flexible schedule that may include early mornings, evenings, weekends and/or holidays

• Outstanding written communication skills

• Ability to manage multiple projects and meet deadlines

• Strong organizational skills and overall attention to detail

• Work independently; utilize good judgment and possess a strong sense of initiative

RESPONSIBILITIES:

• Coordinate external and internal communications to enhance organization’s fundraising and development efforts

• Coordinate the work with outside marketing and communications consultants

• Provide communications strategies to elevate the organization’s visibility and impact

• Develop communication strategies to foster connections with donors and corporate/community partners

• Daily management of the agency's social media channels, including creating content and responding to questions/comments from the public

• Promote public agency events

• Adopt and use platform analytics tools, spreadsheets, and data to create reports with quantitative and actionable next steps

• Develop and monitor a master communications calendar

• Write articles and copy for social media, newsletter, community outreach and website

• Engage staff regularly to generate compelling content for the website, social media and print

• Maintain website by ensuring that new and accurate information is posted on a regular basis

• Social media – generate a culture of engagement across all social media platforms between the organization and its stakeholders, including board members, staff, families and the community

**PLEASE SEND RESUME and COVER LETTER to:**

**The Kennedy Center, Inc. Trumbull, CT., E-Mail: hr@kennedyctr.org,** [**www.thekennedycenterinc.org**](http://www.thekennedycenterinc.org)**, EOE**