



COMMUNICATIONS MANAGER – DEVELOPMENT OFFICE EAGLE HILL SCHOOL

Under the direction of the Director of Development and Marketing, the Communications Manager will manage all internal and external communications for the school. This includes: developing digital and print advertising campaigns, collecting/writing copy for various internal and external communications (weekly announcements, press releases, magazine articles), managing the school's social media, creating eblasts, and updating and maintaining the school's website.

Excellent written, verbal, and communication skills are required. A writing assessment will be part of the interview process. A bachelor's degree in a communications-related field is strongly preferred. This position requires proficiency with Microsoft Office Suite (Word, Excel, PowerPoint). Knowledge of Veracross, Hubspot or other student management system/CRM a plus. Must be willing to work early mornings, occasional nights and weekends (as needed) in support of events and efforts supported or sponsored by the Development Office. Salary Range: \$60,000 - \$70,000 DOE

For further details see the [Eagle Hill School website](#).