

## Associate Director of Communications, Movement Day Expressions

**Effective Date:** Immediately

**Status:** Full Time

**Reports to:** Director, Movement Day Expressions

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**Summary:** Movement.org is looking for a nimble, creative, independent thinker to help drive the growth of our Movement Day Expressions (MDE) platform and broaden its reach among new audiences around the world. From building a robust communications platform which strengthens our brand identity to brainstorming new and thoughtful ways to amplify the work of MDE across traditional, online and social media, we're looking for a digitally savvy public relations professional who is inspired and motivated by our core mission.

### **Duties & Responsibilities:**

- Provides leadership, vision, and oversight of the Communications team in creating and implementing strategic communications plans for developing a robust MDE platform, branding initiatives, fundraising efforts and message frameworks aimed at promoting MDE.
- Develops and implements strategic planning and processes for all MDE communications and external affairs matters.
- Establishes a publishing company for Movement Day.
- Leads the department in discovering and adapting communications innovations in city gospel movements.
- Available to travel with the CEO, President, and Director of MDE attending ambassadorial trips and speaking engagements serving as a content writer telling the story of the gathering.
- Directs the Communications team in delivering executive-level communications support for the organization, including remarks, letters, and other public relations materials for the CEO, President and other senior members of MDE.
- Ensures cohesion and consistency in the presentation of MDE brand and core language (history, mission and initiatives) on all marketing materials, products, presentations and communications. Continuously refines and pursues strategic ways to innovate and advance the collective brand.
- Develops and oversees the design, writing, editing, production, dissemination and maintenance of all written and electronic communications, including promotional materials, press releases, newsletters, presentations and event materials.
- Develops and oversees strategy for MDE online presence. Plans for periodic content review and updating. Manages special projects related to web development or design as needed.
- Oversees and supervises a team who creates and maintains internal/external communication platforms, internal databases, public relations and social media efforts. Provides leadership and coaching to encourage growth and development.
- Partner with MDE leaders to proactively identify organizational challenges and opportunities and makes recommendations to address issues.
- Leads inter-departmental and collaborative efforts to message initiatives/changes to all MDE staff, independent contractors and external partners.
- Liaises with all stakeholders including sponsors' and external partners' leadership to ensure timely and effective management as it relates to all communication and external affairs issues.

**Qualifications:**

- At minimum 5 years' experience, demonstrating progressively increasing responsibility, with demonstrated success in all or most of the functional areas (i.e., communications and marketing);
- Availability to travel both internationally and domestically up to 30% of the time;
- Proven experience with project management, developing work plans and collaboration with other team members;
- Experience in working with international entities preferred;
- Exceptional time management skills with proven ability to multi-task, work well under pressure and work independently;
- Must be comfortable in ambiguous and rapidly evolving situations;
- Superior communication skills (interpersonal, written, oral and presentation);
- Strong computer skills (MS office suite, creative suite programs);
- Social media experience and proficiency;
- Must be detailed-oriented, flexible, creative, discrete, professional, and resourceful;
- Experience in non-profit organizations is highly desirable;
- Experience in a high growth start-up environment and its associated pace is a plus;
- Bachelor's Degree or equivalent experience required;
- Master's degree in communications or a related field is preferred;
- Demonstrated Christian character and values; knowledge of the Bible and the Christian worldview;
- Authorized to work in the U.S.

This position is eligible for benefits.

**To Apply:**

Please e-mail the following items to [hr@movement.org](mailto:hr@movement.org):

- cover letter including a description of your demonstrated Christian commitment and salary requirements
- resume
- one-page writing sample

Movement.org, is a Christian parachurch organization located at 2 Washington St. 17th Floor, New York, NY 10004. For more information, go to our website: [www.movement.org](http://www.movement.org).