



Job Description

Title: Communications and Membership Manager

Work Location: Lexington Park, MD

Position Status: Full-time

Company Conformance Statements

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

Position Description

The Communications and Membership Manager is responsible for managing and implementing communications to promote TPP and its objectives, and to strengthen the reputation of the organization. This includes writing articles (draft documents provided by Program Director or others knowledgeable in the subject area) and press releases, managing TPP's web pages and content, and developing good working relationships with news media, partner organizations, members and the general public. This position manages the website and the membership database. The Communications Manager reports directly to the Programs Director.

Responsibilities:

- Prepares TPP press releases and marketing materials, including TPP annual report, to promote TPP and programs.
- Develops effective working relationships with local media to ensure accurate and timely coverage and broad visibility for TPP programs.
- Maintains TPP social media accounts and ensures that the information is current and accurate.
- Drafts talking points for the Executive Director and BoD President as required.
- Attends all TPP events—takes photos and prepares news items to be posted to website.
- Represents TPP at industry and other events as directed by the Executive Director and/or immediate supervisor.
- Produces weekly TPP e-newsletter and stand-alone program announcements.
- Manages TPP website content and STEM-Link, including calendar items and content uploading.
- Works with TPP staff to develop content and functional requirements for the website.
- Responsible for identifying upgrades/changes to the web consultant, and ensuring implementation
- Maintains CMS newsletter email list and accounts.
- Uploads photos to TPP Flickr page
- Uploads presentations and white paper to knowledge base, once authorized by speakers.
- Maintains TPP membership (CMS) accounts and membership enrollment process

- Verifies new member request
- Ensures account/registration information is correct.
- Corresponds with new members to facilitate account activation/payment.
- Point of contact for member inquiries
- Works with accounting staff to ensure accuracy of database, and membership status.
- Tracks website statistics and reports to others for recommended changes as necessary.

Qualifications

Position requires proficiency with Microsoft office tools (MS Excel, MS Word & PowerPoint), Social Media tools, and a solid understanding of webpage functionality and management.

Desired Experience

Ideal candidate has experience using Adobe Suite, excellent writing skills, and a high level of initiative. Candidate will also demonstrate creativity and ability to develop innovative, compelling and concise communication.

Preferred

Bachelor's degree in Communications, Marketing, Public Relations or Business

Special Position Requirements

Occasional travel may be required. Some early morning and evening programs will require adjustment to normal work hours.

Work Environment

The majority of the position will be performed in an office environment requiring the employee to communicate through email, phone, and in-person with co-workers, members, clients, etc. This position requires sitting at a desk for long periods of time with occasional periods of standing and walking at events. While performing the responsibilities of the job, the employee may be required to occasionally lift heavy items up to approximately 25lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To Apply

Send cover letter with salary requirements and resume to Jen Brown via email at jennifer.brown@paxpartnership.org.