



*Eagle Hill School, a life-changing experience, offers children who learn differently the opportunity to grow into capable, resilient students with the self-confidence and character necessary to meet the challenges they will face beyond Eagle Hill.*

**Job Title:** Communications Manager

**FLSA Classification:** Exempt

**Duration:** 12 month contract annually renewable

**Employment Category:** Full time, staff

**Purpose:** Under the guidance of the Director of Development & Marketing, this creative and detailed person is responsible for the development and implementation of a comprehensive communications program (internal and external) for the school.

**Reports to:** Director of Development & Marketing

**Salary Range:** \$60,000–70,000 DOE

**Key Responsibilities:**

- Ensures that the school maintains frequent and consistent communication with current parents, faculty and staff, Board of Trustees, and alumni families.
- Develops marketing and communications materials for multiple school areas, including print and digital marketing for admissions, print and digital fundraising solicitations, and updates from the Placement Office, Alumni Association, and Parents Association.
- Initiates, implements, and oversees the major communications program/vehicles for the school including the website, biannual magazine, press releases, printed materials, video production, photography, digital advertising, and more.
- Creates all electronic communications including emails, social media posts, website updates/maintenance, digital signage, etc.
- Manages the production and scheduling of all printed/digital materials, including interaction with designers and printers.
- Serves as editor on all external and internal communications.
- Contributes to the overall success of the department through a team approach.
- Other duties as assigned.

**Expected Credentials:**

- Excellent written, verbal, creative, interpersonal, and communication skills
- Bachelor's degree in a communications-related field (i.e., journalism, media studies, English, communications)
- 3–5 years of experience in a communications-related position, preferably within a school environment
- Proficiency with Microsoft Office Suite, social media, and Adobe Creative Suite. Knowledge of Veracross and/or Hubspot a plus
- Ability to handle a wide variety of projects
- 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