



chariotsforhope

Communications Manager

Mission Overview - Chariots for Hope endeavors to honor God by loving, nurturing, and meeting the dynamic needs of over eight hundred vulnerable and orphaned children residing at eight children's homes in rural Kenya. Chariots seeks to provide these children with opportunity and hope so that they develop into exemplary citizens, leaders, and followers of Christ.

Position Title: Communications Manager

Reports to: CEO

Works with: Design and Event Coordinator and Chariots for Hope team

Salary Classification: Full time with benefits (40 Hours per week)

Overall Role: The Communications Manager will create, organize, plan, and implement effective Chariots for Hope communications messages and strategies, including management of the CFH Child Sponsorship Program, with the goal of maintaining a positive connection between the organization and its supporters.

This person is a:
Facilitator
Creative Visionary
Partner for Improvement
Problem-Solver
Leader

Principal Responsibilities:

1. Unify and align all Chariots for Hope communications to ensure that high-quality and highest impact communications are created for partners, donors, child sponsors, and external audiences.
2. Facilitate and develop proactive communications ideas, annual communication calendar, and organization-wide and project-specific initiatives in conjunction with Design and Event Coordinator

3. Collaborate with CEO and CFH staff, meeting with them and creating communications plans to mobilize their specific audiences to respond. (existing donors, partners, new supporters)
4. Be current on creative communication and technological trends including social media, website, and online communication platforms such as Mail Chimp or Constant Contact
5. Continually look for innovative ways to communicate existing stories and programs in creative ways that will evoke a response from partners, donors, as well as attract new supporters
6. Review, update and revise website content so as to drive constituents to the site and keep them engaged. (blogs, videos, etc.)
7. Research, Develop and Implement, in conjunction with Design and Event Coordinator and CEO, annual fundraising event utilizing innovative practices for current fundraising environment
8. Coordinate Child Sponsorship Program (specific details available)
9. Cultivate, lead and manage a team of communications volunteers (writers, photographers, videographers, etc.) both within the US and on trips to Kenya.
10. Be a dynamic, articulate and passionate spokesperson for the ministry who is able to present to churches and groups as needed

Qualifications:

1. Be faithful to the vision and mission of Chariots for Hope.
2. Hold a Bachelor's Degree in Communications or related field.
3. Ability to travel to Kenya several times per year.
4. Work efficiently while being detailed oriented.
5. Self-starter with the ability to manage time effectively.
6. Exhibit integrity in dealing with confidential donor, child, and financial information.
7. Work in collaboration with a diverse groups of people across cultures.
8. Be a team player and flexible.
9. **COMPUTER PROFICIENCY:** Computer literacy with the ability to work across several databases and programs.

Application Process

Qualified candidates are encouraged to submit a cover letter and resume to Gail Rittenhouse CEO, by email to rittenhouse@chariotsforhope.org Applications will be accepted until position is filled.