

Conference of Major Superiors of Men Position Description

Title: Communications Manager

Supervisor: CMSM Chief Operating Officer

Time: Full-time, benefited

Pay: \$55,000 to \$65,000, plus benefits

Overview

The Communications Manager is responsible for presenting CMSM to both internal and external audiences. Under supervision from the CMSM COO, and in close relationship with the Executive Director, the Communications Manager will work with CMSM staff, members, and volunteers, to design and coordinate the communications strategy in support.

Responsibilities

1. Communications (60%)

- Build a coordinated communications strategy for the organization.
- Maintain all content across digital channels: website, social media platforms, email marketing.
- Oversee newsletters and other information sharing efforts.
- Draft content, including letters to Catholic leaders, event descriptions, etc.
- Create graphics, videos, flyers, brochures, postcards, etc., as appropriate.

2. Member Engagement (20%)

Oversee member engagement via Higher Logic. Find and organize appropriate content. Support members in using the portal. Create new groups, where appropriate, and serve as moderator of those groups. Encourage online participation.

3. Database Management (10%)

Manage the CMSM database (NeonCRM). Make updates. Pull reports on a regular basis and as needed.

4. Administration (10%)

Serve as a member of the CMSM team. This includes supporting the CMSM Annual Assembly, national programs including the New Leader Workshop, program-area specific objectives, etc. Maintain the CMSM calendar.

Skills

Relevant experience in communications setting.
Significant administrative and organizational skills.
Knowledge of the Catholic Church. Knowledge of Catholic religious life preferred.
Foreign language skills not necessary but helpful.
Competency in word-processing, webinars, and use of the internet, including e-mail.

Applications

Please send a resume and cover letter addressing your background, interest in the position, and ability to fulfill the responsibilities to Tom Southard at coo@cmsm.org. Specifically address any experience you have in writing, editing, and proofreading; graphic design; web editing; social media; and database management. Please feel free to share any projects you are particularly proud of.

Please note there is a strong preference for someone to be located in our Greenbelt, MD, office.