



## Communications Director

**Title: Communications Director – Full Time**

**Reports to: Executive Director**

### **Who We Are:**

Urban Autism Solutions is a nonprofit founded in 2012, and is at the forefront of modern autism solutions, creating a supported passage to a fully integrated, urban community life. Learn more about us at: [www.UrbanAutismSolutions.com](http://www.UrbanAutismSolutions.com).

Urban Autism Solutions has created a new position for an accomplished Director of Communications who has at least 5 years of communications experience, ideally in an “in-house” leadership role within a nonprofit organization. This position will be responsible for the management and oversight of tasks including but not limited to social media communication, website content, media relations, newsletters and donor communications. The ability to take knowledge and transform it into exciting and useful messages and disseminate it to the right audiences through the best distribution channels is critical.

Responsibilities Include but are not limited to:

- Develop, implement, and evaluate the annual communications plan
- Create an editorial calendar
- Lead the generation of online content that engages audience segments and leads to measurable action. Decide who, where, and when to disseminate
- Manage the creation of a new website, offering content ideas and suggestions; work in collaboration with graphic designer and leadership team
  - Coordinate webpage maintenance—ensure that new and consistent information (article links, stories, and events) is posted regularly
- Utilize and manage the online communication vehicles (Instagram, FB, Twitter and You Tube) to create momentum and awareness as well as to test the effectiveness of communications activities
- Manage the development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletters, brochures, flyers
- Create power point presentations as needed for various speeches by leadership team
- Track and measure the level of engagement within the network over time
- Write letters to donors and interested parties
- Manage all media contacts; write press releases and pitch story ideas and help generate awareness about UAS
- Provide media training as needed to leadership team, if needed

Qualifications:

- College degree and at least five years of experience working in a fast paced environment

**Communications Director**

- Highly collaborative style; experience developing and implementing communications strategies
- Excellent writing/editing and verbal communication skills
- A strong track record as an implementer who thrives on managing a variety of key initiatives concurrently
- Relationship builder with the flexibility and finesse to "manage by influence"
- High energy, maturity and leadership with the ability to serve as a unifying force and to position communications discussions at both the strategic and tactical levels
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives
- An understanding of autism and prior work in a nonprofit is preferred
- Strong working knowledge of power point, internet, email, word and excel are required
- Working knowledge and experience using Word Press a plus

Schedule: 9 am – 5 pm Monday thru Friday  
Selected candidate may be asked to work occasional nights and weekends and/or stay late for several special events throughout the year

Interested candidates should send resume, writing sample and three references to [Heather@UrbanAutismSolutions.com](mailto:Heather@UrbanAutismSolutions.com) with the subject line: Communications Dir.