

The Middlesex United Way is currently looking for a Communications Director. The Communications Director is responsible for enhancing relationships with individual and corporate donors, sponsors, community leaders, partners and volunteers through targeted recognition and education efforts. This position is also responsible for increasing community-wide awareness of United Way activities and funding initiatives throughout the county.

The Communications Director position provides opportunities to lead the development and implementation of communications strategies and to integrate the organization's brand and goals with all internal/external communications. You will use your top-notch, digitally focused writing skills to create solicitation materials, invitations to special events, activities and fundraisers and produce newsletters. Your knowledge of and proficiency with social media management, website content management and graphic design will be utilized to the fullest. You will work with the President and CEO to develop the marketing and communications budget and collaborate with other local United Ways in year-round marketing and communications opportunities. Your ability to plan and manage events and to engage marketing and communications volunteers will help to solidify the United Way brand.

We are looking for candidates with a 4-year college degree or at least 3 years' comparable work experience who have demonstrated ability in developing effective marketing and communications strategies and website content management.

Necessary skills include:

- Written Communications
- Graphic Design
- Oral Presentation
- Volunteer management
- Technology
- Website content management
- Social Media management

Salary Range: \$47,700 -\$63,600 DOE

To be considered for this Communications Director position please submit your resume to nancy@armazzotta.com.

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