

# SHOW HOPE

## **Manager of Communications/Creative Services**

Full Time

### Mission

Show Hope's mission is to care for orphans by engaging the Church and reducing the barriers to adoption.

### Job Summary

The Manager of Communications/Creative Services supports the Director of Advancement/Communications to promote Show Hope's mission, vision, core values, and strategic plan. Personal qualities include integrity, credibility, and a willingness to sign Show Hope's [Statement of Faith](#).

The Manager of Communications/Creative Services serves as a brand manager for Show Hope as well as manages the creative process and production specifically related to graphic design, photography, and videography. The role is also critical in assisting with budget development and management and will serve as a main point-of-contact with various external agencies, vendors, and relationships. As a leader within the Communications team, the Manager of Communications/Creative Services collaborates with the Communications team members, Development team members, Programs team members, and Executive Leadership to further Show Hope's mission, brand, and the strategies related to sponsor and donor acquisition, retention, and growth.

The Manager of Communications/Creative Services supports the Director of Advancement/Communications and Executive Leadership reporting to the Director of Advancement/Communications, to serve Show Hope in the following key areas:

### Manager Responsibilities

- Support Show Hope's mission, vision, core values and strategic plan managing various tasks pertinent to assigned department working with the Executive Director, Executive Leadership and Director of the department.
- Manage/lead direct reports, interns, outside agencies and relationships to obtain desired results while maintaining commitment to Show Hope's core values.
- Manage the performance of necessary office work that is directly related to the administration or general business of Show Hope.

### Key Functions and Responsibilities

- Ensure that established Show Hope brand guidelines are followed in communications and marketing projects.
- Design or oversee the design of collateral for print and digital communications, including but not limited to catalogs, newsletters, brochures, and signage.
- Direct and produce projects and collateral related to videography that support Show Hope's mission, branding, and communications/marketing strategies.
- Direct and produce projects and collateral related to photography that support Show Hope's mission, branding, and communications/marketing strategies.
- Edit photographs and assist in the editing of videos that support Show Hope's mission, branding, and communications/marketing strategies.
- Manage relationships with external agencies and vendors, including but not limited to printing companies, photographers, and videographers.
- Build and manage production timelines and schedules related to print, videography, and photography projects, including but not limited to identifying printing companies, photographers, and videographers as well as the purchasing of paper, the securing of locations, and obtaining the proper equipment when needed.
- Assist in the development and management of an annual communications/marketing budget.
- Collaborate with Communications team and other internal teams to development communications/marketing strategies and plans.
- Evaluate brand standards and make recommendations for needed updates and/or changes to ensure that Show Hope remains relevant, influential, and recognizable.

### **Education and Experience Requirements**

- Bachelor's degree in graphic design, communications, marketing, or related fields.
- 5 or more years experience in brand development, creative services, and/or graphic design.
- Experience in non-profit organizations is a plus.
- Excellent graphic design and photography editing skills.
- Experience in directing and producing photography and videography shoots and sessions.
- Proficiency with creative-level software, including but not limited to Adobe Creative Suite as well as presentation software programs.
- Knowledge of video-editing software programs is a plus.
- Experience as a photographer and/or videographer is a plus.
- Experience in managing the sourcing of projects, including but not limited to design, photography, videography, and printing.
- Excellent management skills related to production and scheduling.
- Experience in developing and managing an annual and project-based budget.
- Strong ability to manage multiple projects and deadlines at any given time with professionalism and an excellent attention to detail.
- Proficiency with Microsoft Office applications.
- Ability to handle confidential information with discretion.
- Polished, professional demeanor.
- Excellent organizational skills.
- Excellent interpersonal skills with Show Hope staff, donors/sponsors, and others connected to the organization as well as external vendors/agencies.
- Valid State Driver's License and ability to use own vehicle for occasional business purposes.