

Job Title: Communications Director

Organization: Real Queens Fix Each Others' Crowns

We are looking for a Communications Director for the [Real Queens Fix Each Others' Crowns](#). This volunteer role would be responsible for researching and building relationships with potential donors, organizing fundraising events, and recommending and implementing fundraising strategies and goals.

Our ideal candidate will have:

- Good oral and written communication skills.
- Leadership, decision-making and problem solving skills.
- Networking, creativity and presentation skills.
- Ability to multitask and prioritize projects and attention to detail.
- Knowledge of Associated Press style guide and awareness of different media agendas.
- Media or other communications experience.

Preferred:

- Knowledge of developing packaging plans for organization messages.

Key responsibilities include:

- Manage company brand and reputation.
- Create and launch press releases and marketing campaigns.
- Contact members of the media to set up interviews and coverage at events.
- Manage partnerships to have RQFEOC featured on radio, TV, or the Internet.
- Drive organization strategy and message development, pitch and announcement strategies.
- Develop branding initiatives, internal communications and external media relations.
- Determines communications strategy and execute programs to deliver communications objectives throughout the organization.
- Develop communication strategies for delivery of organization culture and business strategy.
- Manage media relations and maximize media opportunities.
- Develop internal publications such as newsletters, releases, email announcements, planned publications, on-line, intranet, video, special projects and assignments.
- Create rich and creative content that is optimized for search engines.
- Manage communications team and executing communication strategy

Expected time commitment: 10 hours/week. This includes checking your RQFEOC email at least three times a week to ensure that potential volunteers or donors are not waiting for communication.

We ask that all leadership team members commit to one year of being on the team if possible, although less can be negotiated! Please be honest about your time commitments, while we realize it is difficult to forecast what you may be doing four or five months out, we ask potential leadership team members to try their best to upfront with any conflicts, either work or personal. Thank you for your understanding!