



Job Title:	Director of Communications, Full Time
Department/Group:	Communications

Job Summary:

The Director of Communications will advance UP Partnership’s strategic use of traditional and digital communications to accelerate San Antonio’s progress toward educational equity. The Director of Communications will develop and implement a comprehensive communications plan for the organization and its four collaborative action networks. This leader will also balance internal communications with external communications. External duties will include storytelling, public reporting, collaboration with partner agencies and organizations as well as engagement across Bexar County communities.

Essential Duties and Responsibilities:

- Protect and grow the organizational brand across all stakeholders, including partners and funders
- Manage the Communications Department including staff supervision and budget
- Ensure consistent and steady growth of organizational social media channels
- Oversee the organization’s social and digital media strategy and leverage multimedia platforms to maximize the impact of our strategy and advocacy efforts
- Build and nurture relationships with journalists, opinion leaders, and a broad range of education stakeholders to help advance the mission and efforts of the organization
- Oversee and implement communications strategies of organization events
- Facilitate communications planning conversations within collaborative action networks
- Develop and maintain local, regional, and national storytelling partnerships
- Ensure UP Partnership’s brand identity and voice through reviewing for clarity, copyediting, and designing a variety of collateral

Education, Job Knowledge and Experience Requirements:

- Bachelor’s degree and 7+ years relevant work experience in Journalism, Communications, Marketing, Public Relations, or related fields
- Master’s degree preferred
- Strong capacity for writing, editing, storytelling, social media content, web development and oversight
- Diplomatic communication and strong presentation ability
- Proven track record in leading communications departments or initiatives, project management, team coaching, and public speaking

- Ability to work collaboratively and creatively across all organizational teams

Position Details:

The Director of Communications is a regular, full-time, exempt, benefits eligible position. Annual salary range is \$70,000-\$75,000 depending on experience. Anticipated start date is on or before November 5, 2021. All UP Partnership staff are currently working virtually. UP Partnership's main office is located at 454 Soledad Street in San Antonio.

Application Details:

To apply for this position, please submit your cover letter and resume to Alphonso Dennis at alphonso@uppartnership.org by 5:00pm on Monday, October 18, 2021. UP Partnership, formally the P16Plus Council of Greater Bexar County, is a collective impact partnership that leverages data and coordinates leaders to drive youth outcomes across San Antonio. For more information about our organization, visit our website at <https://uppartnership.org>.

UP Partnership is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.