

**Daniel Murphy Scholarship Fund (DMSF)**  
**Marketing & Communications Manager**  
**Position Description**

**Position Summary:**

**Do you love storytelling and want to be a part of an organization that is making a difference in Chicago?**

**DMSF is seeking a Marketing & Communications Manager to help share the Murphy Scholar mission to donors, corporations, foundations, educators, alumni, volunteers and the wider Chicago community.**

Reporting to DMSF's Chief Advancement Officer (CAO), the Marketing & Communications Manager will be part of a dynamic team that is responsible for marketing and communicating the DMSF mission and supporting the fundraising efforts for the organization. The team member will also work collaboratively with the Education team in recruiting and to ensure consistent messaging.

**Primary Responsibility:**

- Work closely with the CAO, Director of Education and Executive Director to construct and maintain an annual communications plan with specific and measureable annual goals that are tied to DMSF's strategic plan.
- Oversee the coordination of communications of all DMSF's collateral materials and digital assets including management, oversight and support of the following: annual report, bi-annual print newsletters, monthly e-newsletters, quarterly fundraising appeals, event collateral, marketing recruitment, website management, media relations, social media, press releases, advertising and board and committee communications.
- Support the CAO in the work with the Marketing & Communications Committee of the board. This includes helping ensure high-quality marketing and communications materials across the board as well as meeting preparation.
- Create presentations and assist in the coordination of graphic design for internal and external use to articulate specific strategic goals, enhance brand marketing and public relations and for use with all program and development activities and events.
- Provide event support to the development and education teams.
- Conduct market or public opinion research to assess DMSF program outcomes.
- Position DMSF as the premier scholarship organization in Chicago and an honorable industry partner.

**Required Qualifications:**

- B.A. degree in Marketing, Communications, Journalism, or related field preferred
- Minimum of 3 years of relevant Marketing and Communications experience required
- Excellent communications skills, with a strong emphasis on writing
- Strong interpersonal skills, including a positive and professional attitude
- Knowledge of the theories of internal and external communications, including electronic and social media, marketing communications and web development
- Experience working with CRM platforms
- A working knowledge of graphic design programs such as Canva, Photoshop, Adobe Acrobat, Illustrator and/or InDesign
- Ability to communicate effectively with DMSF volunteer leadership, donors, DMSF alumni scholars, school representatives, volunteers and representatives from the business, foundation and education community
- Ability to think and plan strategically and creatively

**Reports to:** Chief Advancement Officer

**Position Status:** Exempt/ Fulltime

**To Apply:**

**Interested applicants should send a cover letter and resume to the attention of DMSF's human resources contact, Shaneka Stanley at [recruiter@nonprofithr.com](mailto:recruiter@nonprofithr.com). Please specify DMSF Marketing & Communications Manager in the subject line.**