



Position Description

Manager of Marketing & Communications

The Daniel Murphy Scholarship Fund (DMSF) is Chicago's largest high school scholarship organization serving high potential students from limited resourced communities. DMSF provides financial and programmatic support to scholars to attend and excel at top tier high schools in the Chicago area and at boarding schools around the country.

Do you love storytelling and want to be a part of an organization that is investing in education and opportunities for the future leaders of Chicago?

Position Summary:

The Manager of Marketing & Communications is responsible for increasing the public profile of DMSF through community outreach, marketing, digital communications and public and media relations. This position includes project management, executing a communications plan, writing, editing, collateral design, speech writing, management of the dmsf.org website and social media platforms, event support and general communications.

The position will be responsible for marketing and communicating the DMSF mission to a variety of stakeholders (donors, foundations, corporations, partner schools, scholars, families, alumni and volunteers) in support of the fundraising and education goals of the organization.

Position Responsibility:

- Construct and maintain an annual communications and public relations plan with specific and measurable annual goals.
- Develop and design DMSF's collateral materials and digital assets including but not limited to: the Annual Report, brochures, print newsletters, e-newsletters (scholar, alumni and donors), fundraising appeals, special events collateral, admissions recruitment, website management, press releases, media relations and social media.
- Partner with the Executive Director on all talking points, speech writing, board and committee communications.
- Provide event support to the development and education teams.
- Position DMSF as the premier scholarship organization in Chicago and an honorable industry partner.
- Serve as staff liaison for DMSF communications consultants and collateral print vendors.

Qualifications:

- B.A. degree in Marketing, Communications, Journalism, or related field preferred.
- Minimum of 3 years of relevant Marketing and Communications experience required.
- Excellent written and oral communications skills.
- 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 website content management systems.
- A working knowledge of graphic design programs such as Canva, Photoshop, Adobe Acrobat, Illustrator and/or InDesign.
- Demonstrated ability to communicate effectively with DMSF volunteer leadership, donors, Murphy Scholar alumni, school representatives, volunteers and representatives from the business, foundation and education community.
- Ability to think and plan strategically and creatively.

DMSF is an organization that prioritizes workplace culture, collaboration, timely and thorough communication and effective project management.

To Apply

Interested applicants should apply online with a cover letter and resume at <https://careers.smartrecruiters.com/DanielMurphyScholarshipFund>