

Fostering an Equitable, Engaged, Empowered Community

CAREER OPPORTUNITY:

Strategic Communications Officer

- To apply, please send a cover letter and resume to careers@unitedwaydm.org
- For more organizational information, please visit www.unitedwaydm.org
- Application deadline is August 20, 2023.

United Way of Central Iowa employees are passionate about our mission of improving lives so individuals in our community can thrive, not just survive. If you are a communications professional seeking a career with a purpose and passion in assisting others to succeed, please continue reading!

Position Summary

United Way of Central Iowa is seeking a Strategic Communications Officer to oversee and manage the day-to-day operations and implement the organization's marketing, communications, and public relations strategies. This position strengthens and maintains the UWCI brand value by ensuring strategic, consistent, and clear messaging in all communications in digital, print and video, events, initiatives, and projects. This position is a member of the organization's Strategic Planning Team and oversees three strategic communications staff. The Strategic Communications Officer works in collaboration with and at the direction of the Chief Advancement Officer.

The qualified candidate will have exceptional relationship building skills, value team and collaborations, staff management experience, the ability to build consensus, strong listening and communications skills, and knowledge of all facets of a communications and marketing department. Qualifications also include:

- Bachelor's degree in public relations, Journalism or Marketing/Communications.
- Minimum 7 years of experience in the field of Public Relations, Journalism, or Marketing/Communications and writing for a broad and diverse audience.
- Minimum 4 years of experience in a supervisory/management role.
- Experience and knowledge of trends and tools related to marketing and communications with an emphasis on digital communication practices including website, email and social media strategies.
- Project management oversight and using project management software.
- Exceptional proofreading and editing skills.
- Experience with media and public relations.
- Managing highly sensitive organizational information with discretion.
- Experience with internet and website communications and development.
- Strong PC skills with knowledge of Microsoft Office Products.
- Ability to develop, maintain and adhere to a department budget.



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The hiring salary range for this position is \$83,000 – \$88,000 depending on experience. We strongly encourage individuals with diverse backgrounds and experiences to apply! To learn more about our current strategies for a thriving community, United to Thrive, please visit our website at www.unitedwaydm.org.

Why choose United Way of Central Iowa?

United Way of Central Iowa is an established and highly respected nonprofit in the Central Iowa area and the United Way Worldwide network. Employees at UWCI have a passion for the organization's mission and community impact work and strive to create a positive, inclusive, and welcoming work environment. Our Core Values of **Compassion, Integrity, Community Engagement, Responsiveness and Striving for Excellence** is the foundation for how we do our work and to reach our aspiration to "Engage Community to Empower All." In addition to a competitive salary hybrid work schedule, and a robust benefits package that includes health insurance, a dental and vision plan, 401(k) with match and paid life insurance, we offer the following:

- A positive work environment that fosters diversity, equity, and inclusion principles
- Generous paid vacation plan, holidays, a personal holiday, and sick time
- Paid volunteer time off
- Convenient central Des Moines location with free parking
- Free on-site fitness center
- Tuition Assistance
- Commitment to employee professional development
- Fun monthly opportunities for employees to build camaraderie.
- Wellness initiatives

United Way is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, skin color, gender, national origin, ethnicity, sexual orientation, gender identity, physical or mental abilities, genetic information, pregnancy, disability, age, family or marital status, veteran status or other characteristic protected by applicable. United Way of Central Iowa will consider qualified candidates with criminal histories in a manner consistent with the role requirements and any applicable local, state, and Federal law.

If you are a job seeker with a disability, or are assisting someone with a disability, and require accessibility assistance or accommodation to apply for one of our jobs, please call 515-246-6516.