



Job Title: Director of Communications and Marketing
Reports To: Head of School
FLSA Status: Exempt
Salary: \$85,000 - 105,000 Annually
Anticipated Start Date: May 2024

ABOUT ST. ANNE'S EPISCOPAL SCHOOL

St. Anne's is an independent PS-8 co-educational school enrolling approximately 430 students across the Denver metro area. We are an uplifting community that fosters a sense of belonging while providing a program where students can thrive academically, athletically, artistically, emotionally, and socially. We build character and integrity upon a spiritual, moral, and ethical foundation and strive to foster the development of people who make significant and lasting contributions to society. St. Anne's graduates know themselves, care for others and strive to serve and improve their communities.

MISSION

Grounded in our founding values, we cultivate a community of curious and compassionate learners who are inspired to serve and enrich our world.

VALUES

Community, Curiosity, Faith, Compassion, Humility

POSITION DESCRIPTION

St. Anne's Episcopal School is pleased to announce an opening for a full-time Director of Communications and Marketing. This position is currently open to start as soon as possible.

This highly organized and detail-oriented professional should bring energy, positivity, and a can-do approach to work effectively with the Head of School and Assistant Head of School, the Director of Development, the Office of Community, Belonging, and Engagement, and the Director of Enrollment Management to co-develop and implement a broad, comprehensive, and strategic marketing and communication plan. This individual is the primary point person for school-wide communications.

OVERALL RESPONSIBILITIES AND EXPECTATIONS

- Strategize, create, and disseminate all aspects of the School's internal and external electronic and print communications, ensuring continuity of messaging and branding.



- Create and direct a comprehensive publications program (concept, design, content, editorial, and production for paper and electronic communications) that reaches and influences the school's target audiences
- Collaborate with the Admissions Office, the Office of Community, Belonging, and Engagement, and the Alumni and Development Office to develop strategies to recruit prospective students and engage alumni and families
- Oversee the production of various materials meant to increase the school's visibility and competitive positioning and enhance the public's perception of the school
- Maintain and manage the School's crisis management communication plan
- Create, maintain, and execute an annual org-wide communication calendar
- Manage web, social media, and other electronic communications channels and projects to promote the school to internal and external audiences
- Ensure messaging is effectively and consistently conveyed to students, alumni, faculty, staff, parents, employers, and other stakeholders
- Take photographs and record videos that showcase student activities and successes
- Supervise professional consultants contracted to address communication, graphic design, website, and marketing goals
- Perform other duties as assigned by and in support of the Head of School

IDEAL QUALIFICATIONS

- A bachelor's degree or higher in communications, public relations, journalism, or related communications field
- Minimum three years' of professional public relations, journalism, or marketing and communications work experience
- Exceptional written and oral communication skills
- Excellent project management skills with the ability to manage both strategic work and day-to-day operations of the communications office
- Ability to work well with a team and independently
- Proven ability to effectively lead and manage multiple creative projects in a fast-paced environment
- Demonstrated experience with photography, videography, website content management and design, and social media marketing
- Outstanding communication skills and ability to interface with a variety of constituent groups utilizing professionalism and diplomacy; strong interpersonal skills
- Proven track record as an independent and goal-oriented person with a dedication to meeting deadlines
- Excellent computer skills with experience in graphic design and desktop publishing

St. Anne's Episcopal School is committed to creating a supportive learning environment where all individuals are valued for their unique contributions and are able to achieve their highest potential. We strongly believe that a diverse and inclusive environment is the best learning environment for our students and prepares them to live, work, and thrive in an increasingly global and multicultural



community. We reject all prejudice, particularly those based on race, national and ethnic origin, religion, socioeconomic status, gender identity, sexual orientation, and physical characteristics.

St. Anne's believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender or gender identity, national origin, age, sexual orientation, ancestry, disability genetic information, veteran status, or any other characteristic protected under federal, state or local anti-discrimination laws. The school's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotional opportunities, training, discipline, and all other terms, conditions, and privileges of employment.

SALARY RANGE & BENEFITS

\$85,000 - 105,000 Annually

St. Anne's offers a competitive benefits package that includes medical, dental, and vision coverage, 403(b) retirement inclusion, long-term disability, life insurance, free lunch, and tuition assistance.

Interested candidates can send their cover letter (required), resume, list of references, writing sample article (500 words) and digital marketing sample to Rene Reynolds, Director of Human Resources, at recruiting@st-annes.org.