

Communications Director

Date: September 2023

Summary:

Virginia Health Catalyst (www.vahealthcatalyst.org) strives to ensure all Virginians have equitable access to comprehensive health care that includes oral health. Catalyst seeks an experienced Communications Director to lead internal and external communication and partner engagement initiatives. Specific responsibilities and job requirements are listed below.

Position Type: Full-time; Exempt

Reports to: Chief Executive Officer

Essential Job Functions:

- Develop and execute an annual communications plan, which measures impact across all organizational areas and aligns with and furthers strategic initiatives and programmatic goals
- Research, write, and distribute mission-focused collateral material, including white papers, op-eds, letters to the editors, social media messages, and fact sheets
- Update and manage website content to ensure ease of use, up-to-date information, and facilitate partner engagement
- Provide communication support to the Catalyst team, including support for meetings and partner initiatives to ensure communications quality is high and meetings are successful
- Ensure the Catalyst brand – its visuals and voice – remain consistent across the organization
- Manage all social media channels for the organization
- Assist with grant writing as needed
- Manage and facilitate media relations

Qualifications:

- Excellent communication skills, both written and oral; ability to translate complex ideas into clear, compelling messages for non-expert audiences
- Strong writing skills and experience writing a variety of content, including white papers, emails, newsletters, brochures, blogs, and other related online and print communications
- High level of emotional intelligence with strong, effective written and verbal communication
- Ability to handle multiple responsibilities simultaneously and prioritize competing demands in a fast-changing environment
- Graphic design skills and/or experience with fundraising communications a plus
- Commitment to Catalyst's core values: transparency, partnership, excellence, equity, and respect
- Dedication to equity and commitment to continued learning on issues related to race, equity, and inclusion
- Flexibility and a desire to work in a collaborative, transparent environment
- At least seven years of progressive communications experience
- Bachelor's degree

Preferred Qualifications: Master's degree

Work Environment and Travel:

This position will be accomplished through a combination of remote and in-person responsibilities in an office environment with a pre-determined hybrid work schedule. Must be able to remain in a stationary position to operate a computer and occasionally move about inside the office to access office productivity machinery, such as a copy machine and printer. Occasional travel is required. It may include overnight, evening, and weekend engagements.

Other Duties:

Duties and responsibilities may change or new ones may be assigned at any time with or without notice.

Salary Range: \$81,000 – \$87,500, depending on level of experience

Equal Employment Opportunity:

Catalyst provides equal employment opportunities to all employees and applicants for employment without regard to race, creed, color, religion, sex, national origin, ethnicity, ancestry, age, disability, marital status, military service, physical or mental disability, genetic information, sexual orientation, gender identity, pregnancy or related medical conditions, or other basis prohibited by federal or state law relating to discrimination in employment. Catalyst will make any reasonable effort required by law to ensure that all applicants and employees receive equal opportunity in personnel matters, including recruitment, selection, training, placement, promotion, wages and benefits, transfers, terminations, and working conditions.

To Apply:

Please submit a resume, a cover letter that specifically describes how your skills match this position, and a writing sample to Danny Hillard at dhillard@vahealthcatalyst.org. Please include "Communications Director " in the email's subject line. Incomplete applications will not be considered. Applications will be reviewed on a rolling basis; the position is open until filled.