



Communications/Marketing Manager

Job Description

TITLE:	Communications/Marketing Manager		
FLSA:	Exempt	SALARY:	TBD
TYPE:	Non-profit	LOCATION:	Amarillo, TX
CATEGORY:	Full-Time	REPORTS TO:	Director of Development
SHIFT:	M-F 8:00 a.m.-5:00 p.m. Some after-hours work required	REVISED:	October 2018

POSITION SUMMARY: Communicate and market High Plains Food Bank’s (HPFB) mission, community outreach programs, and events to the community. Plan and execute major HPFB annual events and support minor events in which HPFB is a beneficiary.

DUTIES AND RESPONSIBILITIES:

- Communicate food bank happenings with media outlets through press releases and announcements
- Serve as media representative for interviews and on-air announcements
- Work with appointed committees to plan and execute winter holiday food/fund drive and spring golf tournament. (Involves project management, fundraising, volunteer recruitment, and accountability to corporate partners)
- Work with corporate partners to prepare Christmas mail-out campaign
- Manage social media: Create and execute social media campaigns, promote community partnerships and national partnerships
- Maintain and update website for all HPFB departments
- Provide tours and serve as a speaker for student and corporate groups
- Report promotional and event activities

QUALIFICATIONS

- Valid Texas driver’s license is required
- Organizational and relational ability
- Must possess excellent written and verbal communication and critical thinking skills
- Proficient in data entry (accuracy required)
- Basic knowledge of Microsoft Office suite is required; advanced level experience with Microsoft Word and Excel strongly recommended
- Experience with Mac OSX and iOS preferred
- Experience with graphs/charts preferred
- Experience with Adobe Creative Suite preferred
- Effective public speaking skills
- Must be able to manage multiple priorities and work efficiently
- Meet deadlines with accuracy and timeliness
- Minimum of Bachelor’s degree with continuing education in field of communications, marketing or related field
- Must be able to clear a Department of Public Safety (DPS) background check



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PHYSICAL QUALITIES/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent in the course of performing this position spends time writing, typing, speaking, listening, lifting (up to **35** pounds), driving, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, and reaching.

The incumbent in this position must be able to accommodate to reading documents or instruments, detailed work, problem solving, customer contact, reasoning, math, language, presentations, verbal and written communication, analytical reasoning, stress, and multiple concurrent tasks.

The environment for this position is an open office and may include driving a Company or personal-owned vehicle. As part of a warehousing facility, the incumbent will have exposure to the outside weather elements and moving mechanical parts. It may include some minor annoyances such as noise, odors, drafts; the noise level in the work environment is usually moderate. The incumbent is in a non-confined office-type setting in which he or she is free to move about at will.

PERSONAL QUALITIES

- Committed to the mission and programs of the High Plains Food Bank
- Team builder with strong leadership and/or management skills
- Flexible and willing to work collaboratively with volunteers
- Willing to work hands-on in developing and executing fundraising activities

BENEFITS

- Health and Life insurance after ninety days
- Optional 403(b) plan with progressive employer match
- Paid time off for vacation
- Paid time off for sick time

COMPENSATION

Negotiable and commensurate with experience

PLEASE NOTE: The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as exhaustive of all responsibilities, duties and skills required of personnel so classified. The company also reserves to make appropriate changes in this job description at the sole discretion of the management.

Please send cover letter and resume to Emily Bell at emily@hpfb.org.