



JOB DESCRIPTION FOR THE COMMUNICATIONS DIRECTOR

As a full-scholarship school the Chicago Jesuit Academy relies entirely on the generosity of others in order to meet funding needs. The Communications Director will be a part of the development team and will manage the creation and production of all print and electronic materials as well as the Academy's public relations efforts. This person will work in collaboration with the Academy's faculty and staff and report to the Vice President of Operations and Development.

The Communications Director will:

- Capture and communicate the Academy's success stories, student voices, plans for the future and the Academy's needs to friends, benefactors, volunteers and the community at large.
- Plan, write, edit, and produce content and design for the annual report, newsletters, website and e-marketing.
- Ensure consistent branding and professionalism, in style and tone, for all Academy communications
- Communicate with printing houses to manage cost and production of print pieces.
- Create and maintain an up-to-date list of media contacts and build partnerships with local media and reporters to promote the work of CJA.
- Assess communications needs and opportunities, create pitches, press releases, PR campaigns and write stories for publications.
- Maintain an up-to-date portfolio of the Academy's media activity.
- Update and maintain the Academy's marketing materials.
- Maintain up-to-date dynamic content on the Academy's website.
- Utilize social media including Facebook, LinkedIn, Twitter and YouTube in order to maximize reach
- Help with public relations for the annual Give-A-Little Gala in conjunction with the Junior Board.
- As a development team member assist with preparations and attend, as appropriate, all development events including benefactor-hosted fundraisers and Academy-hosted fundraisers.
- Support the Academy's development efforts by sharing his or her work with friends and benefactors who support the scholarship needs of Academy students.

Strong candidates will have strong proficiency with Adobe CS5 Programs (Contribute, InDesign and Photoshop) and Microsoft Office Suite and have experience working with a wide range of media. The person in this position needs to have superior writing skills, be very detail-oriented and work well with limited direction. This person will value the Jesuit identity of the Academy and will strive to inspire the greater CJA community including students, faculty, board members, volunteers, benefactors and friends.

Cover Letter and Resume Due: ASAP
Projected Start Date: ASAP
Submissions and Inquiries to: Ms. Catherine Cassidy, VP of Operations and Development
Chicago Jesuit Academy
at Resurrection Campus
5058 W. Jackson Blvd.
Chicago, IL 60644
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Mission Statement: *Chicago Jesuit Academy is a full-scholarship, college preparatory, Jesuit, Roman Catholic middle school for young men from modest economic backgrounds. The Academy is distinguished by small classes, an extended academic day and a longer school year to prepare students for success in college prep high schools, universities, and positions of community leadership. Chicago Jesuit Academy helps students develop as young men who are open to growth, religious, intellectually competent, loving, and committed to doing justice in the service of others, in accord with the Jesuit mission and tradition. The school's success in its mission is made possible by the disciplined sacrifices of our students, parents, faculty, staff, volunteers and benefactors.*