



## **1776 Forever Free**

### **EMPLOYMENT DESCRIPTION FOR JOB TITLED:**

#### **Communications Director**

Email: [julie@1776foreverfree.com](mailto:julie@1776foreverfree.com)

***The Director of Communications manages the public image and communications of an organization.***

Since we are a new nonprofit organization, starting out, this position encompasses quite a few roles including the responsibilities of the following tasks:

- Weekly Newsletter
- Daily Social Media - all platforms
- Press Releases for nonprofit events & activities
- Content & Messaging from Governing Board & Executive Director
- Flyers & Distribution
- Oversight & Supervision of Social Media team
- Weekly data analysis or insights and reports to the Executive Director

#### **DUTIES:**

The Communications Director leads a team of professionals in representing an organization to its Board, the IRS, and the public. This process includes creating communication campaigns, monitoring public opinions, and handling an organization's branding.

#### **RESPONSIBILITIES:**

Communications Director may need to work outside of normal hours during situations requiring crisis communication. They may also need to travel periodically to attend speaking engagements, meetings, and events.



1776 Forever Free, a nonprofit organization in the State of California  
EIN #85-4110665 pending 501(c)3 status in the state of California  
PUBLIC RECORDS STORED: 1818 Marron Road, Suite 103, Carlsbad, CA



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Temporarily, as 1776 Forever Free builds and grows, the following positions are also encompassed within this title:

#### **Director of Community Outreach, Meetups & Workshops - VACANCY**

Responsible for cultivating strategic partnerships through community outreach activities. This position develops sponsorship/business arrangements and relationships with businesses, individuals, schools and other organizations interested in supporting general operations and program areas. This position reports directly to the Executive Director.

Develop and implement a comprehensive plan targeting partnerships within the community to serve the goal to provide support for caregivers.

Determine potential partners through ongoing research and evaluation, and cultivate those prospects that best align strategic short- and long-term priorities and needs.

Solicit grants, gifts, and sponsorships from new and continuing partners.

Identify and explore donor pools; responsible for handling VIP donors.

Submit proposals to engage potential partners in a timely and consistent manner.

Maintain current reports submitted to the Executive Board and Board of Directors.

#### **Director of Online Influencers - VACANCY**

Works with and reports to Director of Community Outreach, assessing organizational need and capacity for influencers

Creates community outreach programs to promote mission via Social Media Outlets, Blogs, Vlogs and multi-media platforms

Screening (interviews, online vetting of influence) and matching influencers to area of need to grow within organization and surrounding events.

Report back to Marketing Director and Graphic Designer for needs, if any, to promote and/or announce Influencer's involvement with the organization



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### **Communications Assistant**

One part time position available with an expectation of PT targeting 20 hours per week, however, may be more or less depending on the necessary work load to fulfill expectations

\*Reports to Communications Director

submit resumes and references to [julie@1776foreverfree.com](mailto:julie@1776foreverfree.com)

Two interviews required; Executive Director, Chairman of Governing Board



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