

PITCH IN ^{FOR} BASEBALL & SOFTBALL

JOB DESCRIPTION

TITLE: Manager of Communications & Impact

REPORTS TO: Interim CEO & Chief Operating Officer

START DATE: ASAP

SALARY GRADE: Full-time (40 hours per week)

ORGANIZATIONAL BACKGROUND

Founded in 2005, Pitch In For Baseball & Softball (PIFBS) helps give the gift of play and contributes to positive youth development by providing equipment to children around the world who need it. Over the past 14+ years, PIFBS has expanded programming and partners to help more than 800,000 boys and girls play ball in every state in the U.S. and more than 100 countries internationally. PIFBS helps to reduce barriers to play by providing equipment grants directly to leagues, schools, and organizations around the world to start, continue, and/or expand their youth baseball programs.

POSITION PURPOSE:

Reporting to the CEO, the Manager of Communications & Impact will be responsible for tracking reporting, impact (results) measurement, identifying compelling content, writing and disseminating external communications such as the Annual Report, website, e-newsletters, social media content, and creating collateral pieces consistent with PIFBS branding.

SPECIFIC DUTIES:

- Ensure updated collateral/resources on the PIFBS website
- Create quarterly newsletters, targeted communications (Giving Tuesday, Holiday, Fathers Day), collateral pieces, Annual Report
- In tandem with the CEO, develop and implement a social media plan, including an Instagram/social media contest
- Work with the Director of Operations to collect and synthesize end of year reporting, impact data, impact stories, etc.
- Create an annual communications plan, including social media calendar
- Conducting research on pre-determined list of current and recently retired players and celebrities
- Manage social media platforms, ensuring fresh content
- Prepare materials for distribution. (i.e. copying, filing, mailing, e-mailing)
- Create and assemble media and donor kits for events and meetings
- Prepare communications pieces (i.e. quarterly newsletter, conversation booklet, annual report)
- Other duties as assigned by the CEO

EXPERIENCE, KNOWLEDGE, AND SKILLS:

- Bachelors degree required and more than 5 years of nonprofit experience; commensurate experience will be considered.
- High level of attention to detail and organization
- Commitment to quality
- Ability to keep up in a fast paced environment
- Experience with Adobe (Photoshop, Illustrator, etc.) preferred
- Experience with WordPress desired
- Excellent interpersonal and communication skills
- Ability to juggle multiple projects simultaneously while maintaining excellence.
- Ability to work independently with little supervision
- Proficient in Microsoft Office, including Outlook, Excel, PowerPoint, Word.
- This position occasionally requires periods of increased hours (events, meetings)
- PIFBS offers 15 paid holidays, offers robust benefits including AFLAC, and flex time