



## Job Description: **Communications Officer**

The United Methodist Health Ministry Fund (Health Fund) seeks a Communications Officer with a passion for social justice and community health to join our quest to improve the health and wholeness of Kansans. The Health Fund works to advance conversation and action on health-related issues, especially in rural and underserved communities. Through funding programs and ideas, providing hands-on expertise, and convening partners, we advance innovative solutions to improve Kansans' health for generations to come.

The Communications Officer will manage the Health Fund's communications efforts to advance the organization's mission and support initiatives focused on improving the health of Kansans in the Fund's strategic work areas of Access to Care, Thriving Children and Engaged Congregations and Communities. The Communications Officer will play a key role in developing messaging across programs and position the organization and partners for success. The Communications Officer will work directly with Health Fund staff, communications consultants, partners and grantees across our program areas to elevate awareness of the Health Fund's work and the work of our partners on joint initiatives. As a key member of the organization, the Communications Officer must have strong project management skills and the ability to manage projects from start to finish. In addition to managing the Health Fund's communications activities, the Communications Officer will support program operations and be a collaborative team player.

We seek a mission-oriented, highly-motivated candidate committed to improving the health of Kansans.

### **Responsibilities**

**Communications Strategy Development and Implementation:** Develop and implement effective messaging and communication strategies – earned and social media, content development, email marketing, etc. – that build engagement and awareness of the Health Fund's work and support our mission and grantees' work.

**Social Media and Earned Media Management:** Work proactively with the Health Fund team to generate new ideas and strategies to advance our work, including but not limited to managing the Health Fund's social media strategy and accounts and ensuring content is posted regularly as well as creating informative and interesting press releases, newsletters, videos, and related marketing materials.

**Constituent Management:** Oversee the development of email campaigns and manage contacts and lists to support advancing the Health Fund's mission and grantees' work.

**Content Development:** Work with the Health Fund team to develop content and materials that advance the Health Fund's work, including but not limited to supporting the development of reports, grant proposals, legislative and administrative policy materials, presentations and other materials.

**Events Management:** Assist in the development and management of events including regular meetings of grantees, board meetings, press events, policy briefings, learning community trips, and Health Fund conferences.

**Project Management:** Manage projects as assigned, and guarantee all content is publication-ready and consistent with Health Fund and partner messaging. Participate in meetings with communications and program consultants and stay connected to the external environment, watching best/next practices and trends, and helping the team apply insights to our channels. Lead projects from inception to completion with input from colleagues and consultants.

**Thought Leadership:** Work with Health Fund staff to develop and implement a thought leadership program that leverages the expertise of the Health Fund, its staff, and our initiatives to advance our work and achieve our goals.

**Research:** Conduct research on health-related topics for the Health Fund. This could include internet searches, literature reviews, key informant interviews, and data analysis.

**Miscellaneous:** Performs occasional, routine office maintenance tasks and errands. Other duties may be assigned due to business necessities in a small office environment.

## Reporting Relationship

This position reports to the Health Fund President.

## Qualifications

- **Passion for Social Justice and Health Ministry**
  - Commitment to the mission of the United Methodist Health Ministry Fund and to social justice
  - Understanding of and commitment to advancing program and policy goals in the areas of access to health care, early childhood development and building healthy communities and Healthy Congregations
- **Credentials and Experience:**
  - Bachelor's degree in a field relevant to Health Fund programming or the position, such as: communications, public administration, public health, social work, or political science
  - Five or more years of relevant work experience in strategic communications, media relations, advocacy, journalism, or a related field
  - Excellent verbal and written communications skills, including the ability to communicate about complex issues in a way that resonates with average people

- Strong computer skills including Microsoft Office, ability to conduct online research through search engines like Google, skills in preparing reports and presentations, and experience with managing contact lists and other information in databases
- Experience managing the development and design of communications, social media and earned media materials
- Experience writing and editing materials, including strong proofreading skills
- Strong project and people management skills, including the ability to keep up with rapidly evolving timelines and deliverables, to keep a range of stakeholders up to date, and to work quickly in a highly collaborative environment
- An understanding of non-profit communications strategies at local and state levels, including traditional and digital media strategy and planning
- **Proactive, Collaborative Team Member**
  - Ability to see the big picture, understanding the interrelationships among the many elements affecting a program area and helping to bridge those into total strategic work
  - Strong organizational skills and attention to detail, including the ability to multi-task and prioritize appropriately
  - Excellent verbal and written communication skills
  - Demonstrated ability to work independently and handle multiple tasks and projects, including excellent problem-solving skills
  - Proactive work style with excellent follow-up and follow-through skills
  - Ability to work collaboratively as part of a team
  - Ability to work with diverse groups of people and different work styles
  - Ability to maintain confidentiality
  - Willingness to travel

**Compensation/Benefits.** The Communications Officer position has a starting salary in the range of \$50,000-\$65,000 commensurate with experience and qualifications. The employee will have a performance evaluation after the first six and twelve months and at least annually thereafter. Benefits, including health insurance and retirement, are provided as outlined in the Personnel Policies and Procedures for full-time employees.

**Working Conditions/Typical Hours.** The Health Fund is currently operating in a hybrid work model with the expectation of at least two days in the office per week. Working conditions include the normal office environment with some lifting (up to 30 pounds). The office is open on all non-holiday weekdays. The Communications Officer has a 40- to 45-hour work week and is a salaried exempt employee. The job includes in-state travel and occasional out-of-state travel which can extend the weekly work hours beyond the normal expectation. The Communications Officer is subject to and must comply with the United Methodist Health Fund Personnel Policies and Procedures and such other policies and procedures specific to the position, which may be amended from time to time.

**To apply, please email resume and cover letter to [jobs@healthfund.org](mailto:jobs@healthfund.org).**