

Access to Success

A2S is a Christian-based non-profit with a mission to provide sustainable programs that generate positive change for Nigerian children and their communities. We are passionate about helping children achieve their dreams - we are dedicated to creating pathways for new opportunities while improving the surrounding community of our program participants.

Communications Manager Job Description

This full-time position with A2S is headquartered in Davidson, North Carolina. This is an ideal opportunity for a successful professional seeking highly rewarding and challenging work.

A2S is in need of an independently driven, team-oriented individual with a strong desire to strategically work with A2S through our next phase of organizational growth. This is an exciting time to be a part of our team and this role will have a direct and lasting impact on the future organization.

The Communications Manager will report directly to the Development Manager.

Primary Responsibilities:

Communications

- Create and implement a multi-channel marketing and communications plan in collaboration with the A2S President
- Write, design and produce engaging materials that inform and inspire current and potential stakeholders using various social and traditional channels. Manage all aspects of the projects including copywriting, graphic design/layout, photography/video, and relationships with vendors engaged in the projects. Types of projects include, but are not limited to:
 - Fundraising collateral + third-party fundraising resources
 - Event invitations + promotional materials
 - Stewardship communications
 - Email newsletters
 - Annual reports
 - Marketing brochures
 - Press releases
 - Social media videos, graphics, and other posts
- Update and maintain organization website
- Support Development Manager and event committee to plan, design and execute all visual elements and communications for the annual major fundraiser, Soulful Supper.
- Work closely with A2S Nigeria Communications Coordinator to create content that effectively showcases the A2S story and harmonizes the organization's message across multiple channels

Staff Management

- Oversee Social Media and Communications interns.

Skills and Requirements:

- 2+ years of experience in office administration, financial support, event planning, marketing, and social media in a business and/or non-profit organizations. Associates degree required, bachelor's preferred.
- Excellent interpersonal and written communication skills.
- Ability to organize complex material and manage multiple projects at a time.
- Energetic, flexible, resilient and proactive. Passion for the mission of Access to Success.
- Advanced knowledge of Microsoft Office, Zoom services, WordPress, and Google Drive.
- Experience with Website Management, Photoshop/Illustrator/InDesign preferred.
- Ability to work both independently and collaboratively with a wide range of constituents located across the U.S. and Nigeria, including staff, volunteers, donors, and program participants.
- Experience, knowledge, and/or strong interest in international development.
- Interest in working with different cultures; travel outside of the U.S. is preferred.
- Occasional travel within the Mecklenburg/Iredell county area is required.
- Salary to commensurate with experience, range 38k - 43k