



Elevate life.

Position Description: Director of Communications

Job Title: Director of Communications

Organization: Kansans for Life, State Affiliate of National Right to Life

Reports To: Executive Director

Type of Position: Full Time, and Salaried Position

Location: Greater Kansas City, Topeka or Wichita

Qualifications:

- Strong passion for the protection of innocent human life.
- Excellent written and interpersonal communication skills.
- Able to speak in public on behalf of KFL. Experience with media and/or willingness to be trained.
- Must be flexible and demonstrate strong judgment/decision-making skills and discretion.
- Team-oriented with strong organizational skills, attention to detail and can meet deadlines.
- Experience and/or degree in Marketing, Communications, or Digital Advertising is preferred.
- Bachelor's degree or higher and experience with mass e-mail systems is preferred.

Responsibilities:

The Director of Communications will:

- Report to the Executive Director.
- Serve as central point of contact for press inquiries and all written content.
- Work on a flexible schedule with some need to work evenings or weekends.
- Availability to work at KFL events, including travel anywhere in Kansas.
- Stay up to date on KFL policy, public positions and the general news cycle.
- Answer messages sent to KFL's general email account.
- Craft fund-raising letters and e-mails.
- Oversee newsletter creation; edit and design both printed and digital newsletters.
- Write some content for educational emails; edit and design all mass e-mails.
- Manage the schedule for both electronic and printed communications.
- Create appropriate mailing lists for all printed and e-mail publications.
- Transfer data back and forth between KFL's mass e-mail program and donor database.

- Collaborate with Digital Specialist on social media content.
- Create ads or work with vendor to create newspaper ad and other printed publications.
- Ensure that all publications follow KFL brand standards.
- Collect data on KFL's communication tool and submit reports to the Executive Director.
- Also be responsible for tasks as assigned.

To Apply:

Please send a resume and three references to KFL, 3301 W. 13th St, Wichita KS 67203, or e-mail to Jessica@KFL.org