



Communications Manager

January 9, 2025

POSITION	Communications Manager
STATUS	Part-Time (20 Hours a week) Non-Exempt
SALARY	\$30,000-\$35,000 (paid hourly \$28.85-\$33.65)
STARTING DATE	Immediate opening; Open until filled
REPORTS TO	Executive Director
LOCATION	Cincinnati, Ohio. In-office with flexibility for hybrid scheduling
DEADLINE	Initial review of applications will start on 1/23/25. Applications will continue to be accepted until filled.
SUBMITTAL	Send a cover letter and resume to hr@cincinnati-preservation.org

JOB DESCRIPTION

Cincinnati Preservation seeks a part-time Communications Manager. This key staff position is responsible for leading efforts in marketing, promotion, communications, and social media management. The person in this position will lead Cincinnati Preservation's brand and reputation management and tell the stories that connect people with historic places and promote the work of Cincinnati Preservation.

Candidates must be professional, energetic, organized, and self-motivated, with the ability to work with committees and independently. A high degree of discretion, integrity, poise, and tact is necessary. Candidates must possess excellent written, verbal, and interpersonal skills. A strong desire to work in a non-profit organization and an interest in the preservation of historic resources are preferred by all applicants.

The following responsibilities are those of the Communications Manager:

- Serve as staff lead for marketing and public engagement through annually developing and managing a public relations and marketing schedule.
- Development of printed and electronic materials, including membership materials, PowerPoint presentations, bi-monthly electronic newsletters, educational and advocacy materials
- Managing, organizing, and updating website
- Produce content for web and social media including photography and video skills
- Effectively strategize and expand the organization's social media, including producing content
- Write and distribute news releases

- Establish and facilitate media relationships.
- Ability to conduct interviews of members, awards winners, etc. for newsletter articles and other content
- Serve as lead staff for the coordination and use of Cincinnati Preservation media channels.
- Coordinate marketing and public relations opportunities around events and advocacy issues
- Act as the staff liaison for the Storytelling and Communications Committee.



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Qualifications :

- Degree in Marketing or related discipline, or equivalent experience in marketing and promotions
- High degree of proficiency in WordPress, Canva, Affinity or Adobe Suite (Cincinnati Preservation uses Affinity), Microsoft Suite; Facebook and Instagram management, and willingness to research and learn new software and programs.
- Strong writing, editing, and verbal communication skills
- Strong interpersonal skills and the ability to collaborate and work effectively with all stakeholders including staff and board members.
- Interest in and knowledge of historic preservation and Greater Cincinnati histories a plus.
- Able to work independently and on a team
- Exceptional attention to detail
- A portfolio that includes printed and electronic materials
- The ability to set priorities and juggle multiple projects

Essential functions:

- Frequent communication via phone, text, email, and letters.
- Typical office environment with desktop or laptop computers, printers, multifunction printer/scanner.
- Requires sitting for long periods. Occasional reaching, bending, and squatting.
- Lifting materials up to 25 pounds on occasion.
- Occasional local travel for site visits for stories and photography. Must be able to provide their own mode of transportation. Mileage is reimbursable.
- Other duties as assigned.
- Occasional evening and weekend meetings and events.
- Support the Executive Director and other staff members in the execution of their responsibilities. This includes participating in an all-hands-on-deck approach during critical time periods and routine daily support including answering telephone inquiries and greeting visitors.

Cincinnati Preservation is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex (including pregnancy, sexual orientation, gender identity or gender-based pay), national origin, disability, age (40 or older), genetic information (including family medical history) or veteran status. Cincinnati Preservation actively seeks opportunities to include members of these groups in its programs and activities.