



Employee Job Description

Communications & Events Manager

Department: Development

Reports to: Director of Development

Status: Full-Time

Direct Reports: No

Job Summary

The Communications and Events Manager is responsible for ensuring that communication and representation on behalf of FOF is professional, accurate and drives our vision forward.

Key Roles & Responsibilities

Digital Engagement & Online Presence Management | Publications | Media | Events Management
Community Engagement

What You Will Do:

- Build relationships with local television, radio, and newspapers to ensure Friends of the Family is used as a local expert.
- Create and maintain SX Media Plan, as well as ensure successful execution.
- Attend meetings, seminars, and networking/outreach events on behalf of FOF.
- Lead organization's marketing strategy (Vision / Values / Uniques) to mobilize the public and generate awareness of programming and the Friends of the Family brand.
- Work with staff to create clear messaging for the agency, as well as department/program specific presentations. Assists staff in delivering a clear message.
- Oversee and complete agency publications; newsletters, annual report, brochures, etc.
- Manages all FOF events including but not limited to; A Night In, Chefs Take a Stand, Putt an End to Homelessness, etc.
- Captures photos and videos of Friends of the Family staff and events.

How You Will Succeed:

- People First- When you exhibit people first, you show genuine care/concern for the well-being and success of others and act accordingly to support/uplift them.
- Discover & Do- When you exhibit discover and do, you take action to solve problems, improve functionality and make things happen.
- Equity and Inclusion- When you exhibit equity and inclusion you foster an environment where all people feel welcome, valued and that they can contribute their unique talents and experiences.
- Grit - When you exhibit grit you work to achieve excellence and continuously improve, even in the face of challenges and adversity.

- Understand, align with and practice under the following philosophies/models: Housing First Model, Trauma-Informed Care, Client-Centered Approach, Harm Reduction, and Low-Barrier Shelter.
- Believe in our 10-year vision: Everyone has a home.
- Believe in our mission: We are ending homelessness by leading with the Housing First approach, driving systemic change through strong community partnerships, and providing individualized support that prioritizes client choice.
- Understand the 6 components of the Entrepreneurial Operating System (EOS).

Job Qualification and Competencies:

- Must demonstrate ability to organize, prioritize and plan work to meet deadlines.
- Ensure confidentiality is in place for all people FOF serves.
- Bachelor's Degree in marketing, communications, public relations or equivalent education and experience.
- Previous experience in the following preferred: victim services, fundraising and public speaking, Adobe, Canva, and videography.
- Ability to travel throughout the FOF service area to provide in-person advocacy services and to other locations within the state as necessary for training purposes.
- Ability to pass state, federal, and child abuse background checks.

Employee Signature:

I have reviewed and understand all the information contained in this job description and I am able to perform the duties. I acknowledge that the contents of this job description are not to be construed, in part or in whole, as a guarantee of employment. I understand that Iowa is an at-will employer, and therefore, my employment is at the will of myself, the employee, and Friends of the Family.

Signature

Date