



# Job Description

Walk Thru the Bible is searching for a full-time **Communications Manager** to drive engagement in our mission of helping people everywhere live God’s Word. Reporting to the Vice President for Advancement, the ideal candidate will be a storyteller—to tell our story to our donors, constituents, and more—with a demonstrated ability to write compelling content and strong project management skills. In addition to being an outstanding communicator, you will also demonstrate excellent interpersonal and analytical skills.

## Responsibilities:

- Work with Vice President for Advancement to create and publish engaging written content that tells our story in a compelling way and is in alignment with our brand standards. This content will appear on our blog, in emails, in corporate communication pieces, and more.
- Write and edit our *Pathways* donor magazine (using our established Walk Thru the Bible voice), which is published three times a year.
- Write, edit, and produce our monthly enewsletter, *Walk Thru Postcards*.
- Coordinate with our international teams to write and publish *Walk Thru Stories*, to ensure ongoing communication with our donors.
- Write, edit, and proofread all content in a compelling way and with great attention to detail.
- Work with our graphic design team to create, write, design, and distribute email series that will go to our constituencies.
- Work with the Vice President for Advancement to create and produce content pieces that will be used as free downloads, white papers, etc. to raise brand awareness of Walk Thru the Bible.
- Manage other marketing and communication projects at the direction of the Vice President for Advancement.
- Assist with the Walk Thru the Bible mobile application and the Walk Thru the Bible website, including uploading new content and blog posts.
- Collaborate with the digital communications director to create compelling website content, manage the website, and provide website analytics.
- Create and manage the communications calendar, ensuring that quality content is produced and meets deadlines.
- Assist with other projects and assignments as requested.

## Qualifications:

- B.S. in communications or journalism, or a related field

- 2-3 years' experience in writing corporate communications, copy writing, and other content production
- Strong editing and proofreading skills
- Strong project management skills, including managing multiple workflows with numerous details in a fast-paced environment
- Experience in SEO and WordPress is a plus
- Photography skills are a plus
- Demonstrated excellence in work product and output
- Ability to collaborate with internal teams
- Effective communication skills, both verbal and written
- Ability to work cross culturally
- Travel is required

**Personal Qualifications:**

- A committed follower of Jesus Christ, demonstrated by an intimate knowledge of Scripture, an active prayer life, a humble spirit, and active involvement in a local church.
- A high degree of personal integrity, handling both personal and professional affairs honorably and keeping commitments.
- The ability to relate well with a variety of people.
- The ability to work well in a team environment where the input of others is welcomed and encouraged.

**What to do:**

Visit [www.walkthru.org/careers](http://www.walkthru.org/careers)

Or email resume to [jobs@walkthru.org](mailto:jobs@walkthru.org)

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