



St. Margaret's School

Belong. Believe. Become.

**St. Margaret's School
Tappahannock, Virginia
Director of Communication and Marketing
Full-time, 12-month Position**

St. Margaret's School is seeking a Director of Communication and Marketing who will be responsible for communicating the School's mission by employing a variety of marketing tactics designed to convey strategic messages while maintaining consistent branding.

The successful candidate will be a highly-motivated, detail-oriented, tech-savvy, creative professional. He or she will work collaboratively within the Office of Development and Office of Admission to coordinate outreach efforts, designing interactions that achieve the School's communications and marketing objectives.

The Director of Communication and Marketing is responsible for the production, budgets, and project management of all marketing materials, including but not limited to: the website, annual magazine, annual report, advancement outreach and solicitations, admissions viewbook and collateral, advertising, news stories, social media, summer programs materials, video and e-newsletters, photo shoots, invitations and event programs, and all other print and electronic communications.

The Director of Communication and Marketing must be an engaged presence in the St. Margaret's community, forging strong relationships with faculty, staff, students, parents, and alumnae by attending school events, being a member of a weekend duty team, and participating in St. Margaret's adviser program. The Director of Communication and Marketing may be asked to serve on various committees or groups at St. Margaret's School and will report to the Head of School.

The successful candidate will have:

- A bachelor's degree or higher in communications or related field.
- A minimum of five years of relevant, full-time experience in an independent school and/or higher education or in an agency setting.
- Excellent oral and written communications skills.
- Outstanding editing and organizational skills with the ability to manage multiple projects at once.
- Strong leadership and interpersonal skills.
- In-depth knowledge and experience with website management and/or content management systems, social media, graphic design, digital photography, and/or desktop publishing (preferably Adobe InDesign, Illustrator, Photoshop and Premiere Pro) is a plus.

Interested individuals who meet the requirements above should send a cover letter, resume, and references via email to Cathy Sgroi, Head of School, at csgroi@sms.org.

St. Margaret's is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation or national origin in the administration of its hiring practices.