



TFS seeks Director of Communications

About TFS

Tallulah Falls School is an independent, coeducational college-preparatory boarding and day school nestled in the northeast Georgia mountains serving more than 500 students in grades five-12.

Job Summary

Tallulah Falls School is seeking a talented and versatile Director of Communications, eager to serve the school community as a member of a four-person Advancement Team charged with sharing the school's story through various platforms. The ideal candidate will have a strong background in print production and web production deliverables, as shown through a professional portfolio. The candidate will acclimate easily into a highly productive, collaborative, service-oriented culture. This is a full-time position. Salary for this position is commensurate with qualifications and experience.

Responsibilities:

Prospective candidates for this position should possess demonstrated proficiency in the following, but not limited to:

Print & Digital Collateral:

- Produce and collaborate in writing and editing content for use in and on multiple channels, including press releases, magazine articles, newsletters, website, social media and more.
- Provide information, increase awareness, and promote the positive reputation of the school through traditional and digital/social media.
- Provide creative support for internal and external communications efforts utilizing graphic design skills.

Videography & Photography:

- Utilize basic photography skills to capture images of life on campus for distribution through various media.
- Assist in video shoots.
- Ensure images are properly cataloged and filed.

Website:

- Develop and maintain new and accurate web content and features as needed.

E-Communications:

- Write and edit e-communications, keeping the community informed of School initiatives and priorities, drive attendance to events and support admission and fundraising efforts.

Other:

- Exhibit solid project management skills and the ability to meet deadlines while managing multiple priorities.
- Represent the School through community involvement and outreach plan and implement a variety of special events and keep thorough records for future use.

Requirements & Qualifications:

- A bachelor's degree or higher is required, preferably in Communications, Journalism, English, Marketing or a related field.
- Five or more years of experience as a writer/editor in a professional communications position, and/or website content management systems position.
- Exceptional skills in performing editorial functions, including copywriting, copyediting, fact-checking, giving and receiving editorial feedback, proofreading, preferably in a school communications and marketing setting.
- Superb attention to grammar, spelling, diction, word usage, typographic treatment, punctuation and style guides.
- Proficiency in Adobe Creative Suite – Lightroom and Photoshop.
- Ability to interact with diverse constituents, including students, faculty, staff, administration, alumni, donors, community organizations and the media.
- CMS (Basic understanding for website updates).
- Excellent interpersonal, written and verbal communication skills, proofreading skills and precise attention to detail.

Standard Physical Requirements:

- Must be able to sit and/or stand for an extended period of time.
- Must be able to bend, reach, lift and climb.
- Must be able to understand written and verbal instructions.
- Must be able to lift, carry, move and handle equipment, boxes weighing up to 20 pounds.
- Must be able to communicate and respond to questions from various levels both within and outside the organization.
- Must have manual dexterity sufficient to perform specified duties.

To Apply

Interested candidates should email a cover letter, resume, portfolio/work samples and a list of three professional references to the Director of Human Resources, Marlee Fleming at marlee.fleming@tallulahfalls.org. No telephone calls, please.

Tallulah Falls School is an equal-opportunity employer.

All job applicants at TFS will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. Applicants will be required to submit to a specimen test at a laboratory selected by Tallulah Falls School and sign a consent agreement to release TFS from liability.