



**Position Title:** Director of Communications

**Reports To:** Executive Director

**Manages:** Communications Manager

**Location:** Carmel, Indiana or remote

Sigma Delta Tau has an immediate opening for our next Director of Communications. We need a strong professional who excels at crafting standout messages and can lead a project from start to finish, both from a creative and strategic level. We are looking for a leader who can develop their team and work with volunteers in partnership.

**In This Role, You Will:**

- Tell the story of Sigma Delta Tau internally and externally as leader and project manager of the Communications Team.
- Create and execute an inclusive communication and brand strategy, standards, and plans in print, email, video, web, audio, and via social media.
- Continuously reviews communication and engagement methods and strategies once created with a critical eye towards opportunities for increased effectiveness and efficiency. This includes making recommendations for change and implementing new ideas where necessary and requires regular research into new best practices to ensure long term success and relevancy.
- Serve as director supervisor to the Communications Manager including identifying/developing talent in concert with organization objectives, including providing training/guidance/leadership, and building a culture of growth through feedback.
- Develop, evaluate, and deliver all internal communications in partnership with Communications Manager.
- Assist our team in crisis communication support and response.
- Lead the creative process with other staff and volunteer team members.
- Create and write social media, blog, stories, and web copy with team.
- Provide event and program support including promotion, regular audience touchpoints, social media initiatives, web content and more.
- Analyze and explore new methods of content delivery and engagement.
- Serve as editor to *The Torch*, Sigma Delta Tau's magazine.
- Participate in and contribute to the broader industry through relevant associations, conferences, and engagement.
- Other duties as assigned.

### **Who You Are:**

- Appreciative and understanding of the sorority experience and excited to tell the story of Sigma Delta Tau.
- Creative, with the ability to thoughtfully message diverse narratives representing a wide range of backgrounds, cultures, and experiences.
- Constantly seeking ways to improve upon past projects and grow professionally.
- Presents information concisely and accurately, with strong attention to detail.
- A thoughtful writer with a quick turn-around.
- A creative problem solver.
- A self-starter, able to work independently.
- A team player who values and builds relationships with staff, volunteers, members, and partners.
- Able to execute high-quality campaigns and projects, while maintaining a budget.
- Able to balance multiple projects at once.
- A servant leader motivated to exceed expectations with high ethical standards.

### **What You will Need:**

- Bachelor's degree in a related field (communications, marketing, public relations, etc.).
- Experience building and developing teams.
- Demonstrated diverse storytelling and sharing of diverse narratives representing a wide range of backgrounds, cultures, and experiences.
- Excellent copywriting and editing skills.
- Expertise with social media platforms.
- Experience with the Adobe Creative Suite (Illustrator, InDesign and Photoshop).
- Familiarity in web content management and email marketing platforms.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Excellent organization and task/project prioritization skills.
- Interpersonal skills with ability to establish and maintain effective relationships.
- Willingness to work flexible hours, including evenings and weekends.
- Five+ years of professional experience in marketing or communications.

### **Sound like you?**

Email a letter of interest and résumé to Melissa Kish, Executive Director ([mkish@sigmadeltatau.org](mailto:mkish@sigmadeltatau.org)).  
Résumé review will begin immediately.

### **About Sigma Delta Tau**

[Sigma Delta Tau](#) is a National women's social sorority, founded in 1917 at Cornell University by seven Jewish women. The National Sorority has more than 65,000 members. SDT empowers each member to reach her fullest potential by enriching the experience of women with similar ideals, building lasting relationships, promoting civic responsibility, and fostering personal growth.

### **Additional Resources**

[Sigma Delta Tau Style Guide \(\\*Note that rebrand will launch June 2024\)](#)

[Facebook](#)

[Instagram](#)