

**I.I. Position**

Communications Manager (5.3)

**II. Related Titles**

Director of Communications; Publications Director (Manager)

**III. Essential Functions**

Coordinate the development of and produce the club's newsletter (bulletin) and other internal and external written communications.

**IV. Other Responsibilities**

1. Coordinates writers, editors and others who assist with the club's newsletter
2. Writes, composes or edits all club magazine and newsletter articles; collects, organizes and submits all copy for production on a timely basis; proofs contents for corrections and changes; responsible for design and layout of page format and cover design
3. Schedules magazine advertisements with production deadlines; collects all camera-ready ads and rough layout with copy; routes all advertisement billing information to the Controller's Department
4. Recommends annual budget; monitors to ensure that advertising department revenues and expenses are within the established budget; implements corrective actions if necessary to assure that budget goals are met
5. Establishes and creates print materials for all aspects of the club: new member and prospective member promotional pieces; menus, athletic tournament entries, in-house signage, etc.
6. Supervises development of the club's communications program
7. Develops and coordinates the club's publicity efforts
8. Oversees all direct mailings including composition, design and printing
9. Serves as managing editor of the Employee Newsletter
10. May take photos for use in club publications and/or exhibits
11. Completes other special projects and assignments as directed by the Membership Director

**V. Reports to**

Membership Director

**VI. Supervises**

No supervisory duties are included in this position