



Communications Manager

Who We Are

Council for Relationships (CFR) is a nonprofit organization with the mission of helping people from all walks of life improve their important relationships by providing exemplary therapy, educating, and training clinicians in the family systems approach, and advancing the behavioral health field through research.

The Communications Manager is best suited for professionals with some marketing and public relations experience who are looking to hone their skills and use them for an organization that is making a difference in the world. The position reports to the Chief Advancement Officer and interacts regularly with the CEO and Marketing Committee of the Board of Directors.

Job Description

Administration

- Supervise and work with a part-time Marketing Coordinator (and possibly an intern)
- Act as CFR's main point of contact for media inquiries and research opportunities for media exposure
- Expand brand awareness and engage potential clients and supporters
- Provide feedback on grant applications

Operations

- Manage CFR website, communications platforms, and constituent databases
- Manage the design and distribution of all print and electronic marketing materials, including annual report, brochures, business cards, flyers, posters, rack cards, slide decks, etc.
- Manage content creation for email communications, blogs, newsletters, etc.
- Plan, create, manage, and optimize regular social media posts and campaigns
- Support special projects and events

Clinical Services

- Develop resources and aid clinicians in marketing their services to clients
- Highlight clinicians' thought leadership and clinical services in blogs, social media, and media
- Create consistent marketing materials for CFR offices and programs
- Manage CFR's online presence including Google My Business accounts and reviews for all offices

Education

- Develop and distribute marketing materials for CFR's Post Graduate Certificate Programs
- Work with Jefferson staff to market the Couple and Family Therapy Master's degree program

- Develop and distribute marketing materials for CFR's Professional Development CE Workshops
- Support staff to serve as ambassadors of CFR's Professional Education programs

Preferred Qualifications

- Bachelor's Degree in Marketing or a related field, or commensurate experience.
- 3-5 years of work experience in marketing, communications, and/or media relations.
- Strong verbal and written communication skills.
- Strong understanding of social media platforms.
- Experience in website management.
- Proactive attitude and strong time management skills.
- Strong sense of self direction and autonomy with the ability to work independently.
- Demonstrated understanding of diversity, equity, and inclusion principles
- Ability to think about high level ideas while also paying strong attention to details.
- Flexibility to occasionally make yourself available for evening and weekend meetings and events.
- Prior experience with CRM systems and Adobe Creative Suite is preferred

Location

Corporate Office – Philadelphia, PA
Hybrid work model

Compensation

\$55,000 - \$65,000 per year (depending on experience) plus medical, dental, and long-term disability coverage.

To apply, please email your CV and Cover Letter to Jason Anhorn, Chief Advancement Officer, at janhorn@councilforrelationships.org

Disclaimer: This job description is intended to describe the general nature and level of the work being performed by the person assigned to this position. It is not intended to include every job duty and responsibility specific to the position. Council for Relationships reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Council for Relationships is an equal opportunity employer. We are committed to a diverse and inclusive workplace. Candidates of color, LGBTQ+ communities, veterans, and people with disabilities are encouraged to apply.