



-Job Posting-

External Relations Manager

Reports to: Director of Advancement
Department: Advancement
FLSA Status: FT, Exempt

Position Overview:

The External Relations Manager is responsible for increased visibility of the Freedom Center's mission through external media outlets. This position is also responsible for building interest and excitement in Freedom Center programs, exhibits and other community activities such that stories of interest are routinely featured in major media outlets including television, newspapers, magazines, radio and the internet.

Responsibilities/Duties:

- Develop an overall Freedom Center communications strategy for implementation;
- Develop a budget and action plan to implement the communications strategy;
- Create and maintain a listing of local, regional and national media sources and outlets;
- Write press releases and organize press conferences as needed for the Freedom Center;
- Work closely and collaboratively with all staff, especially members of the Advancement team, to proof and edit all external communication from the Freedom Center.
- Coordinate development of local media partnerships that benefit and favor the Freedom Center and convey the institution's positive message of challenging and inspiring others to take courageous steps for freedom.
- Serve as Freedom Center media spokesperson as well as coach/train staff and governing volunteers on how to manage media relations and effectively communicate externally as a representative of the Freedom Center.

Education and Experience:

Minimum BA in communications, public relations or related field. MA preferred.
3-5 years external media relations experience; writing radio, television and/or print copy in a profit or non-profit setting.

Job Knowledge, Skills, and Abilities:

Must have excellent communication skills, both oral and written and the ability to work with a diverse workforce. Demonstrated proficiency in Microsoft Suite and Lotus Notes and social media outlets. Must be able to lift up to 10 pounds and be able to sit, stand, and physically move about the facility.

Required to perform other duties as requested or assigned.

We offer excellent benefits and competitive wages
Interested candidates should send their resume with salary requirements to:

(E-mail) hr@nurfc.org
(Fax) 513-333-7713

National Underground Railroad Freedom Center
Attn: Human Resources
50 East Freedom Way
Cincinnati, OH 45202

-We are an equal opportunity employer-