



## **Mount Notre Dame**

### **Director of Marketing, Communications and Public Relations**

For over 150 years, Mount Notre Dame High School has provided a challenging, college-preparatory curriculum for young women. Mount Notre Dame offers a unique and complete college prep experience rooted in Catholic values and superior academic quality. MND also offers vast extracurricular opportunities for its students that foster leadership, teamwork and a sense of responsibility to share their gifts with others. The result - bright, empowered young women who go on to excel in college, career and life.

An exciting opportunity is currently available for a Director of Marketing, Communications and Public Relations. This position, which reports to MND's Head of School, is responsible for ideating, developing, managing and executing the school's marketing and communication strategy - overall and for all key school needs, including enrollment, advancement, academics, athletics, Catholic identity, the overarching school image/branding, etc. Some key responsibilities of the position:

- Develop effective and efficient message content for all appropriate audiences
- Create/execute advertising in a wide variety of media: print, digital, outdoor, etc.
- Build relationships with public media to effectively grow MND's PR capabilities
- Build effective relationships with faculty, staff, students, parents to best represent them
- Oversee/ build the school's web capabilities and increasingly utilize effective social media
- Act as owner of MND's brand equity, working to strengthen its image and consistency
- Serve as chief marketing consultant for entire school, Head of School, Board of Trustees
- Leverage marketing/communication to build school's fundraising capability and results
- Develop, write and execute/oversee production of several school publications
- Initiate press releases to promote and/or recognize numerous school events/efforts

This position requires an innovative visionary who has a proven ability to develop and execute new ideas. The individual should have outstanding oral and written communication skills and accuracy/attention to detail. Candidates should possess a minimum of three years demonstrated experience in effective communication management. Teaching / education experience is highly desirable. Needs to work well in a team environment and with little supervision. Catholic candidates and MND graduates are strongly preferred.

Interested applicants should submit with compensation requirements to MJ Eling at [mjeling@mndhs.org](mailto:mjeling@mndhs.org).