



Communications Manager Position

The Mississippi Humanities Council is a statewide private nonprofit corporation funded by Congress through the National Endowment for the Humanities to provide public educational programs in Mississippi. The Mississippi Humanities Council creates opportunities for Mississippians to learn about themselves and the larger world and enriches communities through civil, thoughtful, and informed conversations about our history and culture. We strive to serve all Mississippians in all regions of our state and believe the humanities are essential to identifying and addressing critical issues we face.

The Communications Manager supports the planning and coordination of MHC external communications in conjunction with its mission, programming, and strategic goals. This position works closely with staff to align strategies and content that promote the MHC's work across public audiences.

Core Responsibilities

- Develops, coordinates, and provides strategic support for MHC communications.
- Manages the creation of communications and messaging plans in conjunction with programming, events, grants, and strategic goals.
- Collaborates with MHC staff to ensure communications needs and goals are being met across organization.
- Works closely with the Executive Director and Assistant Director to identify and develop communications goals and opportunities.
- Works with MHC staff to align content, branding, and messaging across web, print, and social media.
- Manages the continued development of MHC branding and supports staff with communications tools and resources.
- Directs the creation of new communications projects, initiatives, and opportunities.
- Regularly updates the MHC's Facebook, Twitter, and Instagram feeds, promoting MHC-sponsored programs and humanities-related content.
- Oversees the maintenance of the MHC's website.
- Manages and coordinates the creation, design, and delivery of the MHC's printed brochures and e-newsletter.
- Manages projects and relationships with website developer, graphic design consultants, and printing companies.

- Monitors analytics and metrics across communications platforms—tracks progress and effectiveness.
- Cultivates relationships with news media and maintains media outreach contact lists—creates and distributes timely press releases, media pitches, and advertising materials.
- Ensures effective promotion of MHC programs and events on public calendars and scouts media opportunities to publicize MHC programs and events.
- Monitors the MHC presence in news media and external websites.
- Oversees annual MHC communications budget.
- Stays informed of developments in the field of marketing and communications to foster ideas and innovation.

Preferred Qualifications

- The Communications Manager will be highly organized, professional, and demonstrate the ability to manage multiple responsibilities. Excellent written and oral communications skills are a high priority.
- Two years of relevant experience
- Bachelor's degree. Background in a humanities field a plus.
- Proficient computer skills, including relevant social media.

The position includes health insurance and retirement plan benefits. For more information about the Mississippi Humanities Council, see www.mshumanities.org.

Those interested in applying, please send a resume and cover letter to Dr. Stuart Rockoff, srockoff@mhc.state.ms.us.

The Mississippi Humanities Council is an equal opportunity employer.