



**SBCA Director of Communications & Operations**

Start Date TBD, no later than January 2022

St. Benedict Classical Academy

South Natick, MA

St. Benedict Classical Academy (SBCA), an independent, Catholic, classical elementary school serving children from age 3 through Grade 6, seeks a dynamic, mission-driven Director of Communications & Operations.

**SBCA's Mission:**

*St. Benedict Classical Academy strives to cultivate intellectual and moral virtue in pursuit of academic excellence. We seek to provide each student with a foundation for life, rooted in strong intellect, heart and character, formed in a joyful and faithful Catholic environment.*

The Director of Communications & Operations will be a key member of SBCA's Administrative Leadership Team and will author and execute upon a vision for strengthening all communications and logistical aspects of our school, including but not limited to the following duties:

**Internal/External Communications Duties**

- In cooperation with the Head of School (HOS,) plan and implement a comprehensive, long-range communications plan with the goal of strengthening student recruitment, retention, parent satisfaction and fundraising outcomes. Review, evaluate and update the plan as needed
- Develop and manage an integrated online presence, including social media and management of school website content and design
- Oversee and manage photography and multimedia libraries and processes for creating and generating media content
- Review the production of all school publications, Annual Report, event invitations and programs, Parent Guild materials, etc.
- Assist in developing and implementing strategic communications, branding, and public relations plans and programs for the school
- Support admissions, development, community outreach, publications, advertising, media relations and capital campaign needs
- Manage the marketing and communications budget
- Maintain relationships with website vendors, photographers, graphic designers, and printing firms
- Maintain common editorial and graphic standards across school publications for branding reputation and integrity



## Operations Duties

- Assist the HOS with day-to-day operations of the school across our four site physical plant
- Sub in for team members on as-needed basis, support the HOS in refining and improving all systems for scheduling, managing and maintaining adequate supervision and coverage in all school spaces
- Assist HOS in identifying and implementing improvements to our operational infrastructure that improve student experience, faculty experience and/or parent satisfaction
- Support the work of our key leadership team members as needed

## Skills & Qualifications

- A strong commitment to our school's mission and the Catholic faith
- A desire to work with and serve young children and their families
- Flexibility, patience and a positive attitude
- Effective leadership and organizational skills
- Strong problem-solving skills
- Excellent communication skills and ability to build trust and maintain a positive, patient report with parents
- Bachelor's degree. Experience in marketing and/or communications, preferably in a school or non-profit environment, is preferred but not required

This is a 12 month, full time role. Competitive salary and benefits commensurate with experience.