

General Information

Job Title	Director, Communications	Company	Stonewall Sports
Sport	Dodgeball	Location	Washington, D.C.
Role Type	Officer	Function	Communications

Job Summary:

The Director of Communications acts as the spokesperson for Stonewall Dodgeball DC. The Director of Communications manages all internal and external communications, including but not limited to all social media accounts and email communications with players and captains. The Director of Communications also manages and executes all routine communications with Registered Members and Team Captains, including but not limited to weekly player communications, pre-season informational emails, outreach to players between seasons, post-season debriefs and feedback, and all social media communications. The Director of Communications serves as the official company secretary, including but not limited to drafting the meeting minutes for all official Board meetings. The Director of Communications reports to the League Commissioner. The Director of Communications is a member of the Board.

Main Duties and Responsibilities:

- Drafts and publishes informational email and social media posts
- Directs social and events
- Creates and distributes digital end-of-season player surveys to collect feedback

Qualifications

Language / Communication / Technical Skills:

- Excellent communication skills - correspondence to internal and external customers
- Ability to communicate effectively with individuals possessing varying degrees of technical and functional knowledge
- Ability to maintain strict confidentiality and exercise careful judgment and sensitivity
- Ability to work in a team as well as independently with minimal supervision
- Multi-media skills
- Strong drive to ensure accuracy, quality and timeliness
- Deliver excellent quality under high pressure
- Manage crisis communications as a member of leagues senior leadership team

Job Dimensions

Geographic Responsibility: Washington, D.C.

Internal Relationships: Finance, Operational Planning & Development, and Strategy

External Relationships: Sponsors

Budget / Revenue Responsibility: Limited

Organization Structure

Direct Line Manager (Title): *League Commissioner*

Number of Direct Reports: 1

Estimated Total Size of Team: 2

The above statements are intended to describe the general nature and level of the job being performed by the individual(s) elected to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Stonewall Dodgeball DC reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.