Tri-County Cradle to Career Collaborative (TCCC) is a community-wide movement in Berkeley, Charleston and Dorchester counties, South Carolina, focused on improving the quality of life of its citizens and its workforce through education. Using data and focused community collaboration across a continuum from “cradle-to-career,” TCCC serves as a catalyst for widespread, systemic change, with the ultimate goal of increased success and economic prosperity for all.

This position has direct responsibility for reviewing and directing all communications of the TCCC staff in the conduct of their responsibilities. Reporting to the CEO and a full member of the team, the Communications Director is expected to have a complete understanding of the Mission, Vision and Values of the organization and to contribute to the education attainment of all children in the region.

**Overview of Responsibilities:**
- Communications/Marketing
- Development/Grant writing
- Board Meeting coordination
- Board Committees Membership
- Network/Project communications

**Specific Responsibilities:**

**Communications/Marketing:**
Manages the website and all social media communications, quarterly and periodic communications to stakeholders including an Annual Report to the Community. Prepares press releases and manages public and media relations. Reviews external communications from others on staff to assure a professional presentation.

**Development:**
Manages the donor data base, researches prospects, prepares grant proposals, pledge reminders and acknowledgements. Meets with the CEO regularly to review progress against a fundraising plan.

**Community Engagement:**
Supports speaking engagements and presentations by others including preparation and logistics. Prepares all press releases and maintains relationships with media.

**Board of Directors**
Coordinate bi-monthly board meetings and board committee meetings as needed including meeting logistics and attendance. Maintains statistics on board composition and attendance.

Other duties as assigned.
Prior experience in communications required. Excellent writing skills and creative use of communications media. Strategic thinker in advancing the reputation and success of TCCC and its partners. Highly effective in a team environment and committed to equity in education attainment for all children.

Compensation is commensurate with experience.

For consideration, please send you resume and cover letter to Prenita Mack: prenita@coastalcommunityfoundation.org by September 30, 2019.