Communications Manager Vacancy Announcement

The Sarcoma Foundation of America (SFA) is seeking a motivated, creative, collaborative, results-focused communications professional to join a fast-paced team.

About SFA

The Sarcoma Foundation of America (SFA) is the largest funder of private research in the sarcoma community and an organization dedicated to raising sarcoma awareness. SFA advocates for increased research to find new and better therapies to treat patients. The organization raises money to privately fund grants for sarcoma research and education and advocacy efforts on behalf of the entire sarcoma community. Since its inception in 2000, the Sarcoma Foundation of America has invested over $20 million in research; including over 200 sarcoma research grants, eight American Society of Clinical Oncologists (ASCO) Young Investigator Awards, two Advanced Clinical Research Awards (ASCO) Conquer Cancer Foundation Awards, and two ASCO Conquer Cancer Foundation Career Development Awards. We have also provided direct funding to sarcoma center programs across the country and internationally.

Position Overview

The Communications Manager will support the development and implementation of digital and traditional communications functions to support the mission and goals of SFA. The Manager will help to develop a comprehensive communications and marketing strategy that enhances the visibility and support of SFA. This position will seek out creative opportunities to increase general sarcoma awareness and is responsible for the promotion of programmatic accomplishments, SFA’s events, and community engagement opportunities.

Responsibilities

- Develop and implement concepts for infographics, annual reports, online graphics, etc. for digital and hard-copy production, in collaboration with staff and outside designers.
- Develop press releases and identify national media members, health trade, science press, and key digital communications influencers on sarcoma, health policy, and advocacy issues to advance SFA’s priorities.
- Utilize social media platforms to promote SFA, sarcoma awareness and engage the sarcoma community. Monitor platforms for messages which require responses and inappropriate content.
• Manage the planning and production of SFA’s monthly electronic newsletter by leading the editorial calendar, working with other departments to develop content, create the issues, and oversee the posting and distribution.
• Assist with conceiving and implementing outreach strategies for SFA’s fundraising initiatives, events, and community engagement activities; identify target audiences and craft tailored messages.
• Create promotional and digital materials to support patient education and advocacy initiatives.
• Develop and maintain data dashboards to measure and report the effectiveness of SFA’s communications and marketing.

Qualifications

• Bachelor’s degree and five or more years of relevant experience in communications and marketing; experience in a nonprofit, scientific, or medical environment is preferred.
• Must possess excellent writing, presentation, and interpersonal skills.
• Demonstrated ability to think strategically, creatively, and collaboratively, as part of a team.
• Excellent organizational skills.
• Ability to prioritize projects, meet deadlines, delegate tasks, and manage budgets.
• Demonstrated experience and proficiency in digital communication channels and marketing.
• Demonstrated ability to use good judgment when responding to inquiries and comments from the public via social media, email, or other communication methods.
• Superior project management and time management skills.
• Demonstrated proficiency in Microsoft Office, Adobe or Canva, or similar tools, familiarity with basic print and online graphics requirements a plus.
• Demonstrated proficiency in data and analytics to measure and evaluate the impact of communications and marketing efforts.
• Must have an interest and aptitude to learn about sarcoma and developments in sarcoma research.

This position is exempt/full-time. Our national office is in Montgomery County, Maryland, outside of Washington, DC. The Communications Manager position will be a remote position but may have to travel to the National Office for in-person meetings.

Please email your resume and cover letter with salary requirements to hr@curesarcoma.org with the subject line, “Communications Manager”. No phone calls, please. SFA is an equal-opportunity employer and accepts applications from all.