



JOB DESCRIPTION

CLASSIFICATION:	Exempt/Salary
POSITION:	<u>Creative Strategies Manager</u>
EMPLOYMENT STATUS:	Full Time
SUPERVISOR:	Creative Strategies Director
ALIGNS CLOSELY WITH:	Growth Strategies Director National Awareness Director Policy Counsel Training Events Specialist

FUNCTION:

The Creative Strategies Manager with Shared Hope International (SHI) leads the development and implementation of team designed initiatives to establish SHI as a leader in a national network of trained professionals to protect and serve victims of trafficking and bring greater donor and ally support for the organization's mission.

ESSENTIAL DUTIES:

- Design and implement an integrated marketing and communications strategy as part of the Creative Strategies team and in coordination with the other program teams of SHI.
- Provide oversight and management as needed to contracted technology and creative development specialists to ensure content integrity and integration with marketing and communications strategies.
- Collaborate with all SHI teams to ensure cross-coordination and leveraging of activities, resources, capacity and outcomes.
- Conduct inventory of existing training materials and innovate new methods to utilize.
- Work with Creative Strategies Director, National Awareness Director, Policy Team and Growth Strategies Team to promote and grow distribution of training curricula in an integrated approach.
- Effectively utilize the facility and technology capabilities of the Shared Hope Institute for Justice & Advocacy.
- Regularly and independently monitor and report progress and outcomes to leadership.
- Work closely with Creative Strategies Director to develop and formalize partnerships with complementary organizations/training partners.
- Make presentations on Shared Hope and diverse issues of sex trafficking for a variety of audiences.
- Coordinate and/or support special events and projects.
- Bring creativity and initiative to the organization.

QUALIFICATIONS:

- College degree or equivalent work experience in communications, marketing, adult learning or similar
- Experience with online learning systems as a user and a provider

- Demonstrated experience leading a team to successful outcomes
- Effective presenter for internal and external audiences
- Strong writing and editing skills
- Committed interest in the issues surrounding human trafficking for sexual exploitation, especially of children
- Commitment to teamwork, growth, and transparency
- Demonstrated experience in multi-tasking, prioritizing, and meeting expectations and goals
- Excellent administrative, organizational and time management skills, planning abilities, and attention to detail
- Proven problem-solving skills and capacity to adapt quickly and adjust to changing and often challenging environments
- Advanced computer skills and ability to work with Articulate or Captiva and Litmos or similar
- Flexibility for travel
- Knowledge of the faith-based community and ability to communicate a Christian message in written and verbal presentations

ABILITIES:

1. Ability to stand or sit for prolonged duration
2. Ability to perform repetitive finger, hand, and arm movements
3. Ability to lift 25 lbs.
4. Talking-giving verbal instructions in close range, and speaking over the phone,
5. Able to perform simple math
6. Ability to utilize electronic equipment such as computer, 10-key, telephone, etc.
7. Ability to think critically and provide appropriate solution

Work location: Shared Hope Institute for Justice & Advocacy, 1016 16th St NW, Washington, DC.

Disclaimers:

1. SHI is an “At-will” employer. *This job description is provided for informational purposes only and does not form the basis of a contract.*
2. This description is intended to provide an overview of the responsibilities and duties of the position. It is not all-inclusive. The incumbent in the position will be expected to perform other duties as required. The responsibilities may change over time.

Salary: \$60,000 per annum. 401K employee match available, health insurance benefit with \$100 employee contribution.

Qualified candidates should email the following to Bonnie@sharedhope.org:

- 1) Cover letter
- 2) Resume
- 3) A list of three (3) professional references with contact information (Name, Phone, and email address)