



Communications Team Leader

The Communications Team Leader will oversee the public communications of the Foundation and ensures information is disseminated to the membership by the most effective means possible. The Communications Team leader leads the Communications Team and oversees the public representation of the Ironwood Band Community Foundation. He or she works closely with the other officers to ensure the membership is informed of Foundation business and opportunities to carry out its mission.

Specific Duties include:

- Creates regular communications to keep past, present, and potential future members of the IBCF informed of Foundation activities. These communications can take whatever form is determined to be most effective (e-newsletter, website updates, newsletters through the mail, text updates, automatic phone-calls etc.)
- Reports to the President and coordinates communications with other officers and Team leaders as required. While not the originator of all Foundation correspondence, he or she shall assist with Foundation communications as requested by the President.
- Sends out timely reminders via text messaging, email, or whatever appropriate means for Foundation meetings and other events where membership participation is requested.
- Works closely with the Volunteer Coordinator to send out informative e-mails and newsletters to members to keep them abreast of happenings within the organization and informed of additional opportunities to participate.
- Leads the Communications Team which includes the following roles/tasks:
 1. **Photographer/Videographer** – Responsible for obtaining and distributing quality photos and videos of the band and IBCF for publication by the Communications Team and the private use of members.
 2. **Publicity** – Publishes announcements and news about the IBCF and the Ironwood Band in public, district, and school media to promote the IBCF and the Ironwood Band. Sends out regular announcements promoting the Foundation and its mission to school publications, district publications, and public news outlets.
 3. **Media/Website Manager** – Oversees a robust website that promotes the Foundation and the Ironwood Band. Ensures the website is kept current and publishes information as requested by the Communications Team leader. Works closely with the other members of the Communications Team to utilize online tools to accomplish the IBCF mission.



- a. Ensures the website contains all the appropriate information regarding the activities of the Foundation.
 - b. Maintains the website as the “one-stop-shop” for individuals and members seeking information regarding the Foundation and Ironwood Band.
 - c. Liaisons with appropriate teachers and students at Ironwood and Band Community schools to obtain content for the Band and Foundation media presence.
4. **Social Media Networker** – Leverages social networks such as Facebook, Twitter, Instagram, and other online tools to attract new members and donors to support the IBCF. Stays current with social media tools and uses them to accomplish the mission of the Foundation.