



Communications and Outreach Manager

Reports to: Director of Operations

Schedule: Full time

FLSA Status: Exempt

Davis Community Church (DCC) seeks a full-time Communications and Outreach Manager to raise the profile of DCC and its mission partners within the greater Davis community. This position reports to DCC's Director of Operations and works closely with many staff members, DCC lay leadership, and on-campus mission partners.

DCC is a dynamic, progressive congregation in the heart of downtown Davis. As we grow into a new phase of our existence, we are looking for a Communications and Outreach Manager to develop and execute a cohesive, community-centered communications, marketing, and event coordination strategy. This position's responsibilities include publicizing and supporting programs and events run by the church and its partners, as well as conducting regular outreach to the broader community.

This position reports to DCC's Director of Operations and works closely with several staff members, lay leadership and key volunteers, and on-campus mission partners. This is a full-time, exempt position with a 2-year contract with the possibility of renewal, subject to an annual review. This role works in person/on site with some remote work possible as approved.

Key Responsibilities

External communications and outreach

- ☒ Develop and implement DCC's external communications and outreach strategy in collaboration with leadership, staff, and community partners.
- ☒ Serve as editor-in-chief for all DCC communications. Create and update DCC style guide.
- ☒ Manage DCC branding (e.g., logo, color palette, fonts, voice).
- ☒ Produce all collateral (e.g., annual report, fundraising appeals, leadership letters, position statements, ministry brochures, memorial bulletins), including assisting in

generating material, gathering, and editing content owners' submissions, selecting images, and formatting material.

- ☒ Prepare and distribute all-church e-newsletter. Publish and proof all other DCC e-newsletters.
- ☒ Create announcement slides and prepare weekly oral announcements for worship services.
- ☒ Manage DCC's website, including content, design, integrations with other tools, and platform updates/selection/migration. Train other staff members to make content updates as needed.
- ☒ Create and oversee DCC content calendar.
- ☒ Promote DCC and its programs/events across social media, print media, and other internal and external channels.
- ☒ Manage DCC's social media, including generating regular content and moderating social media feeds.
- ☒ Develop relationships with relevant media outlets.
- ☒ Create and distribute ads, flyers, press releases, banners and other materials to publicize events to appropriate audiences via internal and external publications/venues, including local newspapers (e.g., Davis Enterprise, The Dirt), onsite and community bulletin boards, farmers' markets and other local events, onsite and community partners, and UC Davis.
- ☒ Monitor and analyze the impact of marketing efforts to identify areas for improvement and optimization.
- ☒ Coordinate with other aligned organizations in Davis to cross-promote and support one another's events and activities.
- ☒ Participate in Downtown Davis Business Association and other community bodies as DCC's representative.

Internal communications

- ☒ Create and execute internal communication strategy for DCC and its community partners in alignment with organizational goals and objectives stated by church leadership.
- ☒ Work closely with DCC staff, ministries, and community partners to ensure alignment and consistency in messaging.
- ☒ Develop and implement initiatives to ensure awareness of activities and events on campus, and foster engagement by congregation, staff, lay leadership and community partners.

- ☒ Monitor and analyze the impact of internal marketing efforts to identify areas for improvement and optimization.

Events

- ☒ Manage registration for onsite events, programs, and activities in coordination with DCC staff and ministries, event organizers, community partners, event participants and other groups.
- ☒ Provide information and assistance with event registration and attendance to the congregation and public, working closely with the Office Manager and event organizers.
- ☒ Coordinate DCC's and community partners' events, including timelines, resource needs, and internal/external publicity for these activities.
- ☒ Work closely with event organizers, Office Manager and Facility Attendant to ensure events have appropriate set-up, equipment support, and break-down/clean-up.
- ☒ Manage payments for these events, programs, and activities in close collaboration with the Finance Administrator.
- ☒ Maintain accurate event records, compile data, and generate reports. Conduct post-event analyses to support continuous improvement.

Other

- ☒ Back up Office Manager for office hours duties during vacations and other days off.
- ☒ Other duties as assigned.

Education and Experience:

- ☒ Bachelor's degree in marketing, communications, English, or related field, and 3-5 years of marketing and/or event management experience, or an equivalent combination of education and experience.

Skills And Abilities:

Communication

- ☒ Demonstrated experience in developing and implementing communication strategies
- ☒ Outstanding written and oral communication and presentation skills
- ☒ Ability to communicate effectively with church leadership, staff, volunteers, community partners and the public via email, phone and in person

- ☒ Ability to create engaging, clear, thoughtful, visually appealing, stylistically consistent, and culturally sensitive content tailored to key audiences (including DCC's congregation, staff, community partners, and volunteers as well as other local faith communities and the public)
- Understanding of organizational communication principles and best practices.

Technical

- General proficiency in email marketing tools, website management, content management systems, Canva or similar graphic programs, social media platforms, and payment platform integrations

Other skills and abilities

- Proven ability to own and manage projects from beginning to end, demonstrating strong problem-solving and organizational skills, acute attention to detail, and sound judgment
- High level of interpersonal skill to collaborate with a wide variety of personalities and roles, including church staff, leadership, volunteers, community partners and the general public
- Ability to receive thoughtfully translate, balance, and incorporate input/feedback.
- Hands-on, creative, self-driven, highly motivated team player

Work Schedule:

Nominally 40 hours per week

Includes Sundays as a regular workday, some evenings, and occasional weekend events.

Compensation Package

\$70,00- \$75,000 per year DOQ

Benefits include medical, dental, vision, 403(b) retirement fund with employer contribution, and paid time off: 11 holidays, vacation, and spiritual leave.

Applications

To apply, please send resume with cover letter to Lisa Schultz, Director of Operations, at lschultz@DCCpres.org.

DCC's mission statement:

We are a welcoming community, nurturing the wellbeing of people and place, and helping all to flourish—body, mind, and soul—as we embody the love of Christ. We embrace diversity, cultivate a wide array of spiritual practices, and steward our resources sustainably for the common good. Through deep partnerships based on companionship, cultural humility, and co-development, we extend our mission beyond our walls, working together to create a more just, compassionate, and connected world.