Communications Director

US Province of the Priests of the Sacred Heart (Dehonians)
Location: Province Office (Hales Corners, WI)
Position Type: Full-Time, Exempt (35 hours per week)

About the Opportunity

The US Province of the Priests of the Sacred Heart (Dehonians) is seeking a strategic, creative, and mission-driven **Communications Director** to lead and implement an integrated communications and engagement strategy that advances the Province's mission.

This role oversees internal and external communications, digital presence, media relations, and brand stewardship. The Communications Director serves as a trusted advisor to leadership, a primary storyteller for the Province, and a key partner in ensuring consistent, effective communication across all platforms and stakeholders.

Key Responsibilities

Communications Strategy & Public Engagement

- Develop and execute a comprehensive, multi-channel communications strategy that advances the Province's mission, strengthens brand identity, and drives audience engagement
- Manage and optimize the Province's digital presence, including the website, social media platforms, and YouTube channel
- Create and oversee compelling multimedia content (video, photography, and written narratives) to support evangelization and institutional visibility
- Lead livestreaming and digital event production for major Province events
- Capture high-quality photography and visual assets for key initiatives and gatherings
- Serve as the Province's primary media liaison and organizational spokesperson, including:
    - Building relationships with media, Province ministries, and partners
    - Managing media inquiries

    - Developing proactive and responsive messaging
    - Leading crisis communication efforts in coordination with leadership and external counsel
- Support strategic campaigns and seasonal initiatives such as Advent, Lent, and mission-focused outreach

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Internal Communications & Stakeholder Engagement

- Design and deliver clear, timely, and mission-aligned communications to members, leadership, and key stakeholders
- Support leadership communications through drafting announcements, talking points, and strategic messaging
- Maintain and enhance internal communication channels to ensure transparency and engagement
- Manage and maintain comprehensive personnel directories and organizational records across North America

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Content Development & Publications

- Lead content strategy, editorial planning, and production of digital communications, including weekly updates and reflections
- Oversee development and distribution of print publications, including the quarterly newsletter
- Ensure all communications align with brand standards, voice, and strategic messaging priorities

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Governance & Leadership Support

- Record and distribute meeting minutes, summaries, and official communications for the Provincial Council and leadership bodies
- Provide communications support for governance functions and institutional initiatives

- Support messaging around key decisions, priorities, and organizational updates

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Required Qualifications

- Bachelor's degree in communications, Journalism, English, or a related field
- Minimum of 5 years of relevant communications experience
- Strong understanding of the Catholic Church and religious community structures (candidates do not need to be Catholic)
- Ability to travel domestically and internationally
- Valid driver's license

Preferred Qualifications

- Experience working in a nonprofit, faith-based, or mission-driven organization
- Familiarity with Catholic media, ministries, or ecclesial communications
- Skills in basic graphic design, video editing, or multimedia production tools

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Knowledge, Skills & Abilities

- Exceptional written and verbal communication skills with the ability to tailor messaging for diverse audiences
- Demonstrated experience in digital communications, social media strategy, and content management systems (CMS)
- Strong understanding of communications strategy, brand management, and audience engagement
- Ability to function as a trusted advisor and organizational spokesperson
- Experience or readiness to manage media relations and crisis communications
- Highly organized with strong project management skills and the ability to manage multiple priorities and deadlines

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About the Organization

The US Province of the Priests of the Sacred Heart (Dehonians) is a Catholic religious community dedicated to serving the Church through ministry, education, and mission. Rooted in a spirituality of love inspired by the Sacred Heart of Jesus, the Province supports a variety of ministries across North America and contributes to a global religious community.

How to Apply

Please apply through the formal job posting listed on Indeed.com

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Equal Employment Opportunity

The Priests of the Sacred Heart provides equal employment opportunity in accordance with applicable law. Qualified applicants must be able to perform the position's essential functions, with or without reasonable accommodation. Applicants may request a reasonable accommodation through Human Resources.