



### **Communications Director**

The Institute of Play, a design-led non-profit focused on games and the future of learning is looking to add an outstanding Communications Director to their team. The Communications Director would be responsible for overseeing and managing daily communication and PR operations for a range of initiatives, creating and overseeing the implementation of an overall communications and PR strategy for the organization at a national level, including the production of media-rich materials, and helping to manage media requests and outreach. The position would also entail working closely with the Executive Director and others within the organization to maintain a positive culture of innovation and change. The Institute of Play is located in New York City, near Chelsea. [www.instituteofplay.org](http://www.instituteofplay.org)

#### **Our core values:**

*Commitment and Care:* Members of IOP team have a strong commitment to work they do and a deep sense of care about why their work matters and whom it impacts.

*Social Life:* Teamwork, collaboration, and the communities that we have helped to build and of which we are part, energize us.

*Diversity:* We value a team made up of people with different backgrounds, skill-sets, experiences, and points of view.

*Positive feedback loops:* We embrace an additive creative process, where no ideas are rejected outright and we build constantly on an inventory of ideas generated by the group.

*Passions:* We believe in the idea of having passionate interests and want to cultivate and support a sense of passion in others, particularly kids.

Ideal candidates should have:

- Experience in developing a PR and communications plan for an organization
- Experience overseeing and managing daily communication and PR operations.
- Experience managing modern social media content and a web-presence, as well as maintaining a national database of donors and press contacts
- Strong communication skills in representing the organization in communications with a diverse set of stakeholders, to include youth, parents, policy-makers, donors, and media
- Experience in planning and managing fundraising events
- A positive attitude with strong collaboration skills
- Strengths in communicating and working with a diverse team
- Interest in working in a design-based environment with a focus on young people
- Detail-oriented and able to manage a set of projects
- Flexible, independent and willing to pitch-in where needed

Start date: September 2010

Salary: 70k-80k, depending on level of experience

Full-time position for 1 year, with benefits

Interested applicants should submit the following materials via email to [\*\*resumes@instituteofplay.org\*\*](mailto:resumes@instituteofplay.org):

- Letter of application in .pdf format outlining your interest in the position and qualifications
- CV in .pdf format
- Names and contact information for 3 references