

Inprint Position Description – Communications Manager

Inprint seeks a highly motivated and dynamic Communications Manager to join its hard-working, committed, friendly, and efficient staff. The Inprint Communications Manager will first and foremost be a lover of literature and creative writing and wholeheartedly embraces the mission and programs of Inprint. This position also calls for an excellent writer and team player, someone who can follow directions and work collaboratively, is a well-organized self-starter who can manage a variety of tasks simultaneously, and enjoys interacting with members of the media and the Houston community. This position includes work in communications, marketing, development, and community relations, all in the name of advancing Inprint and its programs in service to its mission.

The candidate must be proficient in MS Word, PowerPoint, Excel, and have some familiarity with social media platforms, website management, and eblast creations. The ideal candidate will have 2-3 years of related work experience. Written and spoken fluency in Spanish is desirable.

The duties of the position include (but are not limited to):

- Online communications:
 - Write and manage Inprint website.
 - Design, write/edit, schedule, and send out Inprint eblasts.
 - Manage Inprint's social media presence on all platforms to increase awareness.
 - Manage Inprint online archived readings.
 - Catalog and maintain Inprint's book, video, and photo archives.
 - Set up online ticketing and workshop registration.
 - Work with graphic designers to constantly improve website function and appeal/
 - Posting *Ink Well* podcast episodes on website and elsewhere.
 - Assist with reinvigorating Inprint blog, *An Open Book*.
 - Monitor website analytics.
- Media relations:
 - Write and distribute press releases.
 - Develop contacts in media outlets.
 - Respond to press inquiries.
 - Pitch story ideas.
 - Arrange interviews.
 - Write and manage paid advertising.
- Printed materials:
 - Write/compile/edit and oversee the design and production of all Inprint printed materials (brochures, posters, bookmarks, flyers, anthologies, invitations, programs, tickets, packets, stationery, Board notebook, etc.).
 - Coordinate Inprint work with graphic designer.
 - Oversee distribution of printed materials.
- Board communications:
 - Produce marketing highlights for Inprint Board and Executive Committee meetings.
 - Assist with Inprint Board Networking Committee activities.
- Fundraising communications:
 - Draft gift acknowledgment letters/digital communications for Annual Fund and gala
 - Assist with grant writing, final reports, specialized donor acknowledgments

- Overall communications:
 - Market all Inprint programs and collaborations, and develop and manage cross-promotions with other organizations.
 - Ensure protection of Inprint's brand and identity, managing naming and logos on all Inprint online/printed materials and monitoring collaborators' materials/websites.
 - Other duties as required.

The position is full-time. Benefits include three weeks of vacation plus holidays (including between Christmas and New Year), medical/dental coverage, retirement contributions (to a SEP IRA), and a pleasant work environment. Some evening and weekend work required. Inprint is an equal opportunity employer that values workplace diversity.

To apply, email resume, cover letter, and relevant writing samples to hr@inprinthouston.org. The position is open until filled. No phone calls please.

ABOUT INPRINT

A nonprofit organization founded in 1983, the mission of Inprint is to inspire readers and writers in Houston. Inprint has helped to transform Houston into a diverse and thriving literary metropolis where creativity is celebrated, and Houstonians come together to engage with the written word. Through the Inprint Margaret Root Brown Reading Series, the Inprint *Cool Brains!* Reading Series, and *Escritores en la casa*, thousands of individuals of all ages meet and hear from the world's most accomplished writers and thinkers. The Inprint Writers Workshops, Teachers-as-Writers Workshops, Senior Memoir Workshops, Life Writing Workshops for healthcare providers, the Inprint Incarcerated Workshops, and Inprint Veterans Workshops help individuals of all backgrounds to become better writers and share their stories. The Inprint Poetry Buskers, with typewriters in hand, demystify and increase appreciation for poetry in communities throughout the city. *Ink Well*, a podcast presented by Tintero Projects and Inprint, showcases emerging and established Latinx writers. Since the organization's inception, Inprint support for the nation's top emerging writers at the University of Houston Creative Writing Program – more than \$4 million in fellowships, prizes, and employment – has enabled more than 500 graduates to impact their communities and the nation through writing, teaching, and more. The [Inprint video](#) and more information is at <http://inprinthouston.org>.