



Title: MarCom Director	Prep/Revised Date: February 2025
Reports To: Executive Pastor	Direct Reports: MarCom Coordinator, Digital Content Specialist, Marketing Specialist, Social Media Specialist
FLSA /Hours: 40 Hours	Campus: Fort Collins

Summary

The MarCom Director (MD) sets the vision and direction for the Communications department at Timberline, inspiring and coaching the MarCom team to be an exceptional communications resource internally, and an engaging content provider externally.

The MD also ensures that the communication needs of Timberline are developed according to relevance, brand guidelines and voice, that they are on time and on budget, and that they are efficiently managed to optimize and respect internal and external resources.

The MD ultimately helps elevate the weekend, ministries, campuses, and churchwide initiatives as prioritized by leadership.

Duties & Responsibilities

- Create, develop, and produce visual and written materials for any medium of messaging.
- Provide the technical logistics systems and software support necessary for communication success.
- Lead and manage the MarCom Team by establishing priorities, setting standards of excellence, and maintaining the overall vision of Timberline Church.
- With a strong understanding and vision that marketing is a ministry, this role requires ongoing market awareness and creative vision for how to engage audiences for Christ to both those who know Him and those who do not yet know Him.
- Work closely with Timberline leadership to represent in-market trends, influential strategies, creative concepts, reporting insights, and strategic recommendations for optimized engagement.
- Excel in envisioning and developing creative intention for the Timberline brand; communicating it to leadership, campuses, ministries, and relevant staff.
- Assist with the improvement of the team process to optimize efficiency and reduce time and cost.
- Maintain a service-oriented approach, coming alongside clients to understand their needs to deliver exceptional service options.
- Stay current on marketing trends to optimize the impact of external campaigns, internal communications, and all facets of messaging on behalf of the Timberline brand.
- Remain flexible with time management to allow for changing priorities and responsibilities.

Skills/Qualifications

- Exhibit strength in marketing strategies, creativity, and conceptualization.
- Strong leadership and coaching skills.
- Must show an affinity for efficiency, organization, and flexibility.
- Proficient in Microsoft Office applications, CCB, and TimeClock Plus.
- Must exhibit financial responsibility, utilizing basic mathematics, budget, and expense monitoring skills.
- Must have strong interpersonal and relational skills with the ability to connect and work with people.
- Must be able to communicate clearly and effectively on the telephone, by e-mail, and in person, demonstrating tact and diplomacy while delivering a positive customer service experience.

Education and/or Experience

- Bachelor's degree in marketing, communications, public relations, or another relevant field.
- Minimum seven years of experience is preferred.

Conditions of Employment/Physical Demands

- A satisfactory outcome from a criminal background check.
- Compliance with the Employee Handbook and Timberline Church Staff Covenants.
- Attend Staff Chapel (Part-time not required).
- While performing the duties of this job, the employee is required to stand, walk, sit, use hands, operate tools or controls, reach with hands and arms, talk, hear, and see.
- In the spirit of continuous improvement and serving one another, you may be asked to assist with interim duties or other duties as assigned.

To Apply: Click the link below to complete the job application. Please upload your cover letter and resume with the application. We will contact you for next steps.

Please Note: you must submit all requested items to be considered for employment. You do not need to complete the S.H.A.P.E Assessment unless specifically asked.

Position Details: Full-Time.

Hours: 40 hours per week. Monday – Friday; office hours are M-Th 8:30-5:00, Fridays can be in office or at home.

Compensation: \$50,000-63,000 annually; based on relevant experience.

Benefits Include:

- Insurance:
 - Employer paid medical, dental, vision, & life insurance.
 - Options for employees to add spouse and/or children for an out-of-pocket expense.
 - Monthly employer made contributions to Health Savings Account.
- Retirement 403(b):
 - Optional employee contribution plan via pre or post tax election.
- Leave:
 - Paid holidays.
 - Generous sick leave applied to leave bank after 30 days of employment. Sick leave accrual totals increase annually.
 - Generous personal leave applied to leave bank after 30 days of employment. Personal leave accrual totals increase annually.
 - 10+ paid holidays annually.

[CLICK HERE TO APPLY](#)