



The Putney School
Director of Communications and Marketing

The Putney School seeks a Director of Communications and Marketing. This is an administrative leadership position.

Putney is a progressive boarding school of 230 students located in Putney, Vermont. The Putney School is committed to cultivating and sustaining a community that embraces difference, seeks inclusivity, and demands cultural awareness, and we hire accordingly. For more information on Putney, please visit our website at www.putneyschool.org.

Position Summary:

The Director of Communications and Marketing reports to the Head of School. S/he works closely with Admissions, Development and Summer Programs, and is responsible for articulating and communicating Putney's unique identity and characteristics to all constituencies. S/he supervises one communications staff member, and works with students on a variety of projects.

Specific job responsibilities include:

- Strategic thinking with the administrative team
- Directing the creation and distribution of school publications, including the Putney Post (alumni magazine), admissions materials, annual report, and smaller projects throughout the year.
- Directing the creation of digital communications
- Planning and implementing advertising plans
- Managing the school's website and social media platforms
- External press relations, proactive and reactive
- Assistance with crisis management if needed

The person we are looking for is

- Ethical, collaborative and flexible
- An excellent writer
- Experienced with design and has a strong design sense
- Able to understand the nuances of educational programs and approaches
- A strong manager and effective project manager
- Suited for working with teenagers, with a useful sense of humor

Interested candidates should send a letter of interest, a resumé, and a list of 3-5 references to Katy Wolfe, Assistant to Head of School, employment@putneyschool.org