



Eagle Hill School, a life-changing experience, offers children who learn differently the opportunity to grow into capable, resilient students with the self-confidence and character necessary to meet the challenges they will face beyond Eagle Hill.

Job Title: Communications Manager

FLSA Classification: Exempt

Work Year: 12 Months

Employment Category: Full Time

Purpose: The Communications Manager is responsible for shaping and executing a comprehensive communications strategy that strengthens the visibility, voice, and impact of Eagle Hill School. This role leads all internal and external communications, ensuring consistent messaging that reflects Eagle Hill's mission, values, and priorities. The ideal candidate is a strong writer, creative storyteller, strategic thinker, and collaborative team player.

Reports to: Chief Development Officer

The School

Located in Greenwich, Connecticut, Eagle Hill School serves approximately 250 students across two divisions, a lower school for children ages 6-11 and an upper school for those 11-15 years old. Families enjoy day options 1st through 8th grade, and a 5-day junior boarding option for middle school students. The highly specialized programming and dedicated faculty offer structured and joyful learning experiences that simultaneously build specific reading skills, offer access to the comprehensive curriculum, and elevate the academic strengths of students. To learn more about the school, please visit: www.eaglehillschool.org

The Opportunity

Approaching its 50th year, Eagle Hill enjoys new and vibrant leadership and a refreshed vision for its future. Reporting to Chief Development Officer [Katy Ritz](#), the successful candidate will implement an effective communications process designed to clarify messaging to internal and external audiences, prioritize engagement, streamline workflows across the organization, and deepen the community's connection to the school. The ideal candidate will demonstrate good judgement, enjoy building effective relationships, and bring a best practices approach to communicating the mission, values, and priorities of the school.

Key Responsibilities:

External Communications

- Develop and implement a comprehensive communications plan that elevates Eagle Hill's brand and mission to key external audiences.
- Manage and produce content for Eagle Hill's website, newsletters, magazines, social media channels, annual reports, press releases, and marketing materials.
- Manages the scheduling and production of all communications materials, including interaction with designers and printers.
- Prepares communications to parents and the general public and serves as editor on all such communications.
- Oversee the creation of print and digital collateral for fundraising campaigns, events, and public engagement initiatives.
- Ensure brand consistency across all platforms, campaigns, and communications.
- Works extended hours when necessary, including, on occasion, evenings and/or weekends, to address rapidly developing events and situations.
- Manage the current school year calendar posted on the website as well as the tentative calendar for the upcoming school year.

Internal Communications

- Coordinate internal communications to ensure timely and effective information-sharing across departments.
- Support leadership and program teams with talking points, internal newsletters, announcements, and staff updates.
- Help foster a connected and informed internal culture aligned with Eagle Hill's values.
- Ensure that photo and video content is captured and shared with necessary stakeholders to help promote the daily life of our School.
- Support the Parents Association with internal/external communications.
- Manage the internal school calendar.

Strategy and Leadership

- Collaborate closely with development, admissions/enrollment, program, and executive teams to align communication efforts with organizational goals.
 - Monitor communication metrics and analytics to assess reach, engagement, and effectiveness.
 - Stay informed about trends and best practices in nonprofit communications and adjust strategy accordingly.
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Qualifications:

- Bachelor's degree in communications, marketing, journalism, English, media studies, public relations, or a related field.
- 5+ years of experience in communications, marketing, or public relations, preferably in a school and/or non-profit environment.
- Exceptional written and verbal communication skills; strong storytelling ability, excellent interpersonal skills.
- Proficiency with website CMS (e.g., WordPress), email marketing tools (e.g., Mailchimp), social media platforms, and design tools (e.g., Canva, Adobe Creative Suite).
- Proven ability to adhere to the high level of confidentiality required when working in a development office.
- Experience managing communications calendars and content pipelines.
- Ability to work independently and collaboratively, prioritize tasks, and manage multiple projects simultaneously.
- A commitment to the mission and values of Eagle Hill School.

Eagle Hill School is an equal opportunity employer and does not discriminate on the basis of race, creed, age, color, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability, including, but not limited to, blindness, status as a veteran, status as a victim of domestic violence, or any other classification protected by state or federal law in its employment, admissions practices, vocational opportunities or access to and treatment in programs or activities, in accordance with Title IX, Section 504 of the Rehabilitation Act of 1973, Title VII, the American Disabilities Act, the Age Discrimination in Employment Act, and other applicable federal and state law. Retaliation against anyone complaining of discrimination is strictly prohibited. If an applicant requires assistance, or a reasonable accommodation, to complete the application, please contact Eagle Hill School Human Resources at (203) 622-9240.

Research shows that underrepresented groups often apply to jobs only if they meet 100% of the qualifications. Eagle Hill School believes that no one ever meets 100% of the qualifications, and we look forward to your application.

To apply, please submit your cover letter, resume, and three references to: careers@eaglehill.org