



JOB DESCRIPTION

Job Title: Communications Manager

Date: May 19, 2025

This job description is a summary of the job duties and expectations that are essential to the successful evaluation of the job. It is not intended to be complete in detail. Individuals classified on this job are expected to perform all the duties listed and, on occasion, may be required to perform other functions of higher or lower skill level not included in this job description.

Standard of behavior: Living and working according to the values of TMS Global.

Reporting relationship: VP for Advancement

Classification: Exempt (Full-Time, Exempt under FLSA)

Salary: \$55,000-\$65,000

ABOUT TMS GLOBAL

Our Mission: TMS Global exists to mobilize and deploy the body of Christ globally to join Jesus in His mission, especially among the least-reached peoples.

Our Vision: The kingdom of God advancing among all peoples bringing about redemption and reconciliation through Jesus Christ.

Our Strategies: Mobilize the Body of Christ so that it will live and share the gospel incarnationally in order to more effectively make disciple-makers who lead communities that do and proclaim God's mercy and justice.

Our Story: In a world longing for hope and healing, TMS Global began in 1984 with a plan to share the love and message of Jesus across cultures and equip Christ-followers to faithfully engage their neighbors. Since then, we have trained, mobilized, and served thousands of disciple-makers and global partners—empowering them to cross cultural and geographic boundaries with the Gospel. Our workers have stepped into bustling cities, remote villages, and everywhere in between, bringing Christ's love where it is needed most. But our mission doesn't stop at the border. Across the United States and around the world, we have partnered with churches, helping them rediscover their calling to reach their neighbors and embrace God's global vision. Today, we partner with 165 cross-cultural witnesses and partners to serve in 29 countries, faithfully living out the message of Christ. Thousands have been introduced to Jesus and disciplined in their faith. Churches have awakened to their role in God's global mission, engaging their communities, their nation, and the world. Our story is one of transformation—of lives changed,



faith deepened, and the love of Jesus made known. Together, we are joining Jesus in His mission. Will you join us?

Our Values:

Humble learners - Entering each context and culture with an open posture, depending on God and attentive to others for insight.

People in community - Connecting deeply with one another, prayerfully caring for the whole person and whole communities as we invite people into the kingdom of God.

Spirit-led adaptability - Allowing the work we do to be shaped by the Spirit of God in every context according to what God is already doing in each heart and community.

Integrity - Living out our faith in Jesus in all aspects of our personal and organizational life.

Position Summary

The Communications Manager embodies Christ-like character and servant leadership, sharing stories that capture the heartbeat of TMS Global's ministry and the redemptive movement of the Gospel through global mission. This role is central to a partnership-driven mission strategy rooted in mutual transformation and global discipleship. Leading with an innovative, impact-focused approach, the Communications Manager develops and executes a mission-aligned communication strategy that inspires, informs, and engages TMS Global's diverse stakeholders. This includes overseeing the entire content creation process—from story identification and development to distribution—ensuring that TMS Global's values and strategic priorities are authentically and effectively shared across all channels. Key responsibilities include crafting and editing impact-driven stories for digital newsletters, fundraising appeals, and donor stewardship. The Communications Manager leverages technology and data tools to enhance communication effectiveness, amplifying mission impact across platforms.

Key Responsibilities

Strategy and Leadership

- Working with VP for Advancement to develop and implement a comprehensive communications plan aligned with TMS Global's strategic priorities.
- Champion innovation by integrating current nonprofit communications trends, digital tools (e.g., ChatGPT, Canva, Google Analytics), and audience engagement practices.
- Collaborate with Advancement team leadership on messaging priorities for donor development and partner engagement.



- Uphold principles of ethical storytelling, ensuring stories are captured and shared with respect, consent, and cultural sensitivity, accurately reflecting the dignity and agency of all individuals represented.
- Maintain and strengthen brand consistency and voice across platforms, highlighting stories of redemptive, reciprocal mission work.

Storytelling & Content Creation

- Identify and develop emotionally compelling stories from the TMS Global community that illustrate spiritual, relational, and social impact impacts rooted in the values of mutual transformation and contextualized discipleship.
- Conduct interviews, perform research, write, and edit content for:
 - Monthly e-newsletters
 - Fundraising campaigns and appeals
 - Donor stewardship materials
 - Blog posts, web content, and special publications
 - Podcasts and virtual town hall meetings
- Guide content calendar development and editorial strategy to prioritize relevance, timeliness, and audience engagement.

Digital & Media Engagement

- Oversee the execution and analysis of email campaigns using IContact (similar to Mailchimp and Constant Contact).
- Monitor communication performance using tools such as Google Analytics, social insights, and email metrics, applying data to refine strategies.
- Collaborate with the marketing team to guide or support digital ad placements and audience retargeting strategies aligned with organizational priorities.
- Lead media relations strategy and develop contacts, talking points and press materials in alignment with strategic priorities.

Team & Project Management

- Supervise and mentor communications team members (staff or contract), promoting collaboration and professional development.
- Manage communication department budget and external vendors, ensuring alignment with strategic priorities.
- Support cross-departmental initiatives in alignment with strategic priorities by providing communication expertise and project leadership.

Qualifications

- Bachelor's degree in Communications, Journalism, Marketing, or related field; Master's preferred.



- Minimum 5 years' experience in nonprofit communications.
- Strong writing, editing, and interviewing skills with an ability to communicate mission impact to diverse audiences in a wide variety of mediums.
- Demonstrates cross-cultural competency and a commitment to globally engaged mission work, with an understanding of faith-based and international development contexts.
- Strong project management skills; able to prioritize and meet deadlines in a dynamic ministry environment.

Proficient in

- Microsoft Office 365 and Teams
- Email marketing platforms
- Website CMS
- Google Analytics
- AI-based content creation tools

Personal Attributes

- Team player who thrives in collaborative environments, and values mutual learning and global perspectives.
- Emotionally intelligent, tactful, and proactive communicator who builds trust across cultures and contexts.
- Passionate about storytelling as a tool for kingdom witness, redemptive engagement, and connecting people with mission impact.
- Lifelong learner committed to personal and spiritual, and intellectual growth.
- To live a lifestyle that is above reproach and worthy of the calling of Jesus Christ. To live in accordance with the faith statement and core values of TMS Global.
- To be committed to an example of life-long learning and continuous intentional growth in the study and life application of God's Word.

Working Conditions

- Light physical activity; must be able to lift up to 25 pounds.
- Some travel required, 3-4 times a year, mostly domestic.

Physical requirements:

Work should require light physical activity with a reasonable amount of repetitive motion. Must be able to lift and carry 25 pounds.

TMS Global is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, disability, or veteran status. As a faith-based organization, we are permitted to hire individuals who share our Christian faith and values, in accordance with applicable law. We are committed to creating an inclusive environment that respects and values diversity.



To apply please email your resume and cover letter to Kate Bryant at hr@tms-global.org