

IPHC Global Ministries Center

Website & Communications Data Manager

Job Description



Summary/Objective

The Website & Communications Data Manager oversees the GMC's websites, communications databases, digital distribution systems, and audience-management platforms. This position ensures that the IPHC's digital infrastructure is accurate, secure, organized, and effectively used to communicate with churches, ministers, leaders, and other audiences.

Essential Functions

Reasonable accommodation is available to enable individuals with disabilities to perform the essential functions.

1. Managing the structure, functionality, maintenance, and continued development of GMC websites and related digital platforms.
2. Publishing and updating website content in collaboration with the Chief of Communications and divisional Communications Directors.
3. Managing communications databases and mass-distribution platforms, including Mailchimp, Text In Church, and similar email and text-messaging services.
4. Maintaining large contact databases for churches, ministers, leaders, donors, event participants, and other audiences.
5. Organizing contact lists, tags, segments, subscriptions, permissions, and communication preferences to improve accuracy and targeted communication.
6. Managing Brushfire and similar registration, ticketing, payment, and event-communication platforms.
7. Building and maintaining digital forms, automated communication sequences, confirmation emails, text campaigns, and audience workflows.
8. Supporting departments with registration setup, audience segmentation, email distribution, text messaging, and other database-driven communication needs.
9. Establishing standards for how contact information is collected, stored, updated, accessed, and used throughout the GMC.
10. Identifying and removing duplicate, outdated, incomplete, or inaccurate records while maintaining the integrity of organizational data.
11. Ensuring appropriate data security, privacy, user permissions, and compliance practices across communications platforms.
12. Managing integrations between websites, databases, registration services, email platforms, texting platforms, and other digital systems.
13. Monitoring website traffic, email performance, text engagement, registrations, audience growth, and other key communications metrics.
14. Creating reports and dashboards that help leadership understand audience behavior and evaluate communication effectiveness.
15. Coordinating with vendors, developers, hosting providers, and software partners when technical support or system development is required.
16. Evaluating new platforms and technologies that could improve communication, registration, data management, reporting, or audience engagement.

Competencies

1. Communication Proficiency.
2. Extensive experience in website development, management, and maintenance.
3. Global and cultural awareness.
4. Personal accountability, timeliness, efficiency, and credibility.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, copiers, printers, scanners, and utilizes photography/videography equipment and software.

Physical Demands

The physical demands described here are representative of those required of employee to successfully perform the essential functions of this job. This is largely a sedentary role; however, it routinely requires transporting photography and videography equipment. This would require the ability to lift, carry up to 40 pounds, and bend or stand on a stool as necessary.

Position Type

This is a full-time, hourly, nonexempt position. Days and hours of work are Monday through Friday, 8:00 am to 5:00 pm with adequate flexibility. This position is amenable to the Chief of Communications.

Travel

Occasional travel is necessary for this position.

Required Education and Experience

1. High School Diploma and some college.
2. Two years of communications, public relations, or website development experience.

Other Duties

Please note this job description does not cover or contain a comprehensive listing of required activities, duties, or responsibilities of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Disclaimer

Neither this job description nor the GMC Employee Handbook are not employment contracts, but an at-will employment arrangement. The GMC does not agree to provide you employment for any definite length of time, and you do not agree to employment for any definite length of time. Either party may terminate the employment relationship without notice, although each agrees to give the other party two weeks' notice if possible.

Signatures

All levels of management have approved this job description.

X

Supervisor

X

Human Resources

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

X

Employee