

Job Title: Director of Communications (Volunteer)

Organization: Leader Transition Institute (LTI)

Location: Remote

Estimated commitment: 3–5 hours per week.

Flexibility: Work is fully remote with flexible hours. A brief bi-weekly sync with the Marketing Manager and Social Media lead is expected to maintain alignment.

Reports To: CEO

About Leader Transition Institute

The Leader Transition Institute (LTI) is a non-profit organization dedicated to providing individuals in transition—specifically service members, veterans of any era, and military spouses—with the skills and resources necessary to successfully navigate their next steps. Through our flagship program, Changing Focus: Moving From We to Me, we empower leaders to redefine their identity and find purpose in their post-service lives.

Position Overview

The Director of Communications provides strategic leadership and serves as the connective tissue for messaging across the Leader Transition Institute. This high-impact volunteer role ensures that LTI's mission, programs, and transformational stories are communicated with clarity, authenticity, and consistency across all platforms.

Working directly with the Founder/CEO and leadership team, the Director serves as the strategic lead for LTI's communications triad—guiding the Marketing Manager and the Social Media & Community Engagement lead to ensure all outward-facing efforts are mission-aligned and unified in voice.

Key Responsibilities

Communications Strategy & Stewardship

- **Shape the Narrative:** Help define and refine LTI's core messaging and voice so they resonate with service members, veterans, and military spouses.
- **Strategic Oversight:** Identify opportunities to increase LTI's visibility and credibility within the military transition and leadership development space.
- **Brand Governance:** Develop and maintain communication guidelines and messaging frameworks that empower the team to communicate clearly and confidently.

Team Coordination & Collaboration

- **Lead the "Triad."** Provide guidance and strategic alignment for the Marketing Manager (focused on growth and campaigns) and the Social Media & Community Engagement lead (focused on daily engagement).

- **Operational Sync:** Utilize Monday.com to maintain a high-level communications roadmap, ensuring initiatives across marketing, social media, and organizational announcements remain aligned, and deadlines are visible to the team.
- **Leadership Liaison:** Work closely with the CEO and leadership team to provide communications guidance for major organizational announcements, partnerships, and events.

Messaging & Storytelling

- **Impact Storytelling:** Support the development of narratives that highlight the transformational nature of LTI's work and the lived experiences of program participants.
- **Quality Assurance:** Provide high-level review and guidance to ensure communications reflect LTI's leadership values and the organization's standards of excellence.

What We're Looking For

We are seeking a strategic thinker with experience in:

- **Communications Leadership:** Experience in public relations, strategic messaging, nonprofit storytelling, or communications leadership.
- **Team Alignment:** A proven ability to coordinate multiple communication functions—such as marketing and social media—toward a unified message and shared goals.
- **Mission Alignment:** A strong interest in leadership development and a passion for supporting the military-connected community.
- **Operational Tech:** Comfort working in collaborative project platforms such as Monday.com to track communications initiatives and maintain team alignment.

Time Commitment

Estimated commitment: 3–5 hours per week.

Flexibility: Work is fully remote with flexible hours. A brief bi-weekly sync with the Marketing Manager and Social Media lead is expected to maintain alignment.

Why This Role Matters

As the Director of Communications, you are not simply coordinating tasks—you are safeguarding the heart of LTI's brand.

By ensuring our story is told with clarity, authenticity, and purpose, you help expand awareness of LTI's work and reach more individuals navigating major life transitions, connecting them with the tools, leadership development, and community they need to thrive.

Why Volunteer with LTI?

- **Make an Impact:** Directly contribute to the success of those we serve as they navigate life-changing transitions.
- **Build Your Portfolio:** Gain hands-on experience in non-profit marketing and social media strategy.
- **Flexibility:** This is a 100% remote role with a flexible schedule that fits your life.
- **Our Values:** We're a small, mission-driven organization that values clarity, follow-through, and respect for people's time.
- **Networking:** Connect with a community of dedicated professionals and military leaders.

How to Apply

This is an unpaid volunteer position intended for individuals who wish to contribute their skills to support LTI's mission. If you're ready to help us change the narrative for leaders in transition, we'd love to hear from you! Please send a brief introduction and a link to your portfolio (or examples of your work) to admin@leadertransitioninstitute.org