



# Columbus Academy

Ready to thrive.

4300 Cherry Bottom Road, Gahanna, Ohio 43230 • columbusacademy.org

## Communications and Marketing Manager

Start Date: May 2026 • Apply online at [columbusacademy.org/apply](https://columbusacademy.org/apply)

## About Columbus Academy

Recognized as a premier independent school in the nation, Columbus Academy has, since its founding in 1911, exemplified the country day school educational model. The heart of this model is the idea that the best interests of children are served when home and school work together.

At Columbus Academy, parents are integral members of our community. In our welcoming school, fully dedicated to the development of young scholars, athletes and artists of every kind, parents find what they are looking for: The school to trust with childhood.

We believe that [diversity, inclusion, equity and justice](#) are essential measures of our excellence. Our goal is not to mold young minds but to light them on fire.

[Visit us](#) and you will see this in [the way we teach](#) and the way [our 231-acre campus](#) is designed — the light, the energy and the interconnectedness of our mindfully designed learning spaces that allow for children to gaze out to the open sky.



## Our Mission

Columbus Academy – an independent, coeducational college preparatory school – enriches its academic tradition of excellence by valuing a broad diversity of students as it seeks to develop the complete person: mind, body and character. The school rewards rigorous effort and accomplishment, fosters compassion, respect and moral courage, and insists on integrity, fair play and community service. Academy strives to develop and sustain a community of thoughtful, responsible, capable and confident citizens eager to engage in a pluralistic and ever-changing world.

## At a Glance

Founded: 1911  
Enrollment: 1,165 students  
Ages: 3YO-Grade 12  
Students of Color: 48%  
Total Tuition Assistance: \$4.6M

## Quality of Life in Columbus

Columbus is the 14th largest city in the United States with a population of 879,170. The city is perfect for active lifestyles, having invested \$20 million to develop a growing system of bike and fitness trails that connect the suburbs and river trails to downtown's \$44 million riverfront park system restoration. Columbus is gaining nationwide recognition for its historic neighborhoods, booming downtown arts and sporting districts, open attitude and a noticeably affordable quality of life. Check out our [Guide to Columbus!](#)



## Position Description

Columbus Academy seeks a full-time Communications and Marketing Manager with responsibilities to begin in May 2026. This position is a part of the Development (fundraising) and External Relations team of Columbus Academy.

The individual selected for this position will be expected to carry out the following responsibilities:

- Assist with the school's various internal and external communications efforts, including email blasts and creating content for social media sites
- Take photographs and record video at school events, including evening and weekend events
- Coordinate photography/video schedule, archiving and image requests
- Maintain open communication with school constituencies
- Manage school website, including content and page creation, while performing routine checks to maintain timely information and functionality
- Advise and assist administration and other constituencies with promotional efforts, including design of event invitations, flyers, programs, yard signs, invitations and posters for a range of school events
- Assist with communications for summer programs, including promotional materials, photography and social media

## Qualifications

Preferred candidates will possess the following qualifications:

- Bachelor's degree or higher
- Minimum of five years experience in communications or marketing and in graphic design
- Must have experience as a content creator
- Experience in producing print and online publications, with extensive knowledge of Adobe Creative Suite products including InDesign, Photoshop and Illustrator
- Professional writing and editing skills
- Experience creating and managing content for a range of social media outlets, as well as photography, video, logo and brand management
- Experience with website development, editing and management using a customized content management system

## Physical Conditions

Candidates must be able to manage the following conditions:

- A fast-paced office environment requiring a high level of accuracy, a commitment to outstanding service and the ability to effectively multitask.
- Occasional additional hours as needed to meet required deadlines.
- A non-smoking campus.

Columbus Academy believes strongly in the principles of diversity, equity, inclusion and belonging. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.

Legal requirements: All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.