



Communications and Stewardship Associate Job Description

Position Title: Communications and Stewardship Associate
Reports To: Vice President for Development
Exemption Status: Exempt, Full-Time Position requiring 37.5 hours per week.
Office hours are 9:00 a.m. to 5:00 p.m.

Position Summary:

The Communications and Stewardship Associate reports to the Vice President for Development and works collaboratively with Foundation staff and board to build the Foundation's resources through coordinated communications, development and stewardship efforts.

Principle Responsibilities:

Communications

- Assist in the development of clear, consistent messaging related to the Foundation's mission, community leadership activities and grantmaking efforts.
- Promote consistent communication to all target audiences through clear, targeted messages and appropriate vehicles.
- Assist in the development and implementation of the annual communications plan to include:
 - Targeted communications through constant contact, social media, printed materials and letters.
 - Ongoing website development and maintenance, including search engine optimization
 - Increase awareness of the Foundation through press releases and general materials
 - Annual Report Development and Distribution
 - Support events through the creation of invitations and collateral materials.
- Engage and develop relationships with local media and others to generate coverage of the Community Foundation and its activities.
- Develop measurements for evaluating the success of our marketing and communication activities.
- Ensure proper organization and storage of the Foundation's historical, archival and photographic materials, including oversight of camera and related equipment.
- Work with the Vice President for Community Grantmaking and the Philanthropic Services Officer to promote the availability of grant and scholarship opportunities.
- Work with the Vice President for Community Grantmaking and President/CEO to manage the outreach and registration for the Funders Capacity Building Program and other community leadership initiatives.

Stewardship

- Work with Vice President for Development and Philanthropic Services Officer to assist in the coordination of donor services and solicitation efforts including:
 - Annual Appeal
 - Annual Report

- Fund Development Efforts
- Donor Statements
- Celebration of Philanthropy
- Informational materials for funds
- Update donor database and Constant Contact as necessary and ensure that all donor contacts are logged.

Other Responsibilities

- Provide staff support as needed to ad hoc board committees.
- Participate in office and Foundation meetings and activities as necessary.
- Other duties as assigned.

Builds and Maintains Professional Work Environment

- Works to form and maintain healthy and productive work agreements with staff
- Manages conflicts directly with supervisor and other staff as appropriate

Maintain Positive Relationships with Community

- Represents the Foundation with integrity by displaying courtesy, tact, consideration, and discretion in all interactions with Foundation and community stakeholders, including non-profit organizations, financial advisors, community leaders, donors and the community at large
- Conducts self in a highly ethical and professional manner and maintains confidentiality

Qualifications

- Four-year college degree in Marketing and/or Communications Preferred
- Proficiency in Adobe InDesign, Illustrator, Acrobat and Photoshop; MS Office (Word, Excel, Outlook, PowerPoint, Publisher).
 - **Must have experience in designing collateral materials using the Adobe Suite including: invitations, newsletters and similar.**
- Familiarity with WordPress.
- Familiarity with Constant Contact.
- **Excellent writing skills, including public relations writing.**
- Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
- Good time management skills, excellent organizational skills.
- Self-starter, able to work with little supervision.
- Experience in organizing special events.
- Must be able to interact and communicate with individuals at all levels of the organization.
- Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities, meeting deadlines and managing multiple projects and tasks simultaneously in a fast-paced environment.
- Must have driver's license and transportation.

Organizational Expectations

Each employee of The Community Foundation for the Greater Capital Region is an essential part of the whole. We are in the business of helping people and our community and how we interact with each other and build our internal community matters greatly. Each role also supports our overall mission to strengthen our community by attracting charitable endowments both large and small, maximizing benefits to donors, making effective grants and providing leadership to address community needs. As such, each employee of the Community Foundation is expected to:

- Work with integrity and respect toward:
 - One another

- Our donors, volunteers, and the diverse communities with whom we interact;
- Offer a superior level of customer service;
- Provide a welcoming environment;
- Communicate and collaborate across the organization;
- Give, and should expect to receive, clear expectations;
- Work with an eye toward improvement, innovation and developing individual and organizational capacity;
- Take personal responsibility for the accuracy and completeness of his/her own work;
- Offer and request assistance to and from fellow employees in reviewing work for accuracy.

Other Requirements

While performing the duties of the job the employee is regularly required to sit, maneuver around building, stand, kneel, stoop, crouch, reach with hands and arms, talk and hear. Employee must regularly lift and move up to 10 pounds and frequently lift and move up to 25 pounds.