



# LaGrange County Community Foundation

## Communications Director

### **SUMMARY**

The LaGrange County Community Foundation seeks a full-time **Communications Director**. The Communications Director is responsible for developing, implementing, and evaluating communication strategies and marketing efforts for the Foundation. This includes developing messages and assets to engage and inform community members, donors, grantees, board members, and other partners about the Foundation and its mission and vision, grant opportunities and strategic initiatives.

Managing communications and executing marketing activities will also include planning and implementing special events and supporting stewardship activities. The position may also require assisting other members of the team to enhance the Foundation's performance and contribute to the Foundation's position as a valued resource in the community.

### **EXPERIENCE AND PROFESSIONAL/TECHNICAL ABILITIES**

The ideal candidate will be an emerging communications and marketing leader who brings a passion for storytelling and messaging, who thrives on taking initiative and managing projects and building relationships.

- Minimum of 3-5 years' work experience. Experience and knowledge of the nonprofit sector is a plus.
- Knowledge and skills in public relations, marketing, event planning, website and communication techniques.
- Strong written and verbal communication skills and interpersonal skills.
- Proficient knowledge and skills in computer technology and system/software applications, desktop publishing software and social media applications, knowledge of database management.
- Graphic design experience a plus.

### **EDUCATION**

Bachelor's degree in communications, marketing, public relations, journalism, business, English, or related field is preferred.

### **CONTACT AND QUESTIONS**

Contact Octavia Yoder, Executive Director – 260-463-4363 – oyoder@lccf.net with any questions related to the **Communications Director** position.

*Interested candidates should send a cover letter, professional resume, and writing sample to Octavia Yoder at the email address above, on or before **May 20, 2022**.*

# Communications Director

## Job Description

### PRINCIPAL DUTIES AND RESPONSIBILITY

Develop, implement, and evaluate the Community Foundation's communication strategies, oversee event planning, and support stewardship efforts.

- Responsible for creating high quality content designed to engage audiences and articulate the Foundation's mission, culture, and impact. This includes writing copy for brochures, web pages, social media, emails, invitations, publications, and more.
- Lead and implement the Foundation's digital marketing strategy across multiple channels.
- Draft press releases for Foundation programs, events, and strategic initiatives.
- Develop print and digital communication pieces and publications such as annual reports, printed and electronic newsletters, brochures and collateral materials.
- Maintain the Community Foundation website and make updates as directed by appropriate staff.
- Manage relationships with print and production vendors.
- Oversee the Community Foundation's digital assets.
- Create, implement, and/or lead special projects as assigned.
- Support the development and implementation of the Foundation's stewardship plan.
- Work with the Foundation staff to ensure quality stewardship, engagement, and donor service activities.
- Assist with stewardship programs, including Legacy Society, donor appeals, events, and engagement with professional advisors.
- Work with the executive director, board, and staff on public presentations to inform the community of the activities and programs of the Foundation.
- Coordinate event planning and execution.
- Communicate the value of philanthropy to a diverse network of stakeholders including citizens, grantees, donors, business and civic leaders and local elected officials.
- Serve as an ambassador for the Community Foundation at community events.
- Maintain collegial working relationships with colleagues, donors, grantees, and community partners.
- Know and understand the mission of the Community Foundation and work toward achieving the mission.
- Attend local, regional, state, and other training or networking opportunities to share and gather information on all aspects of the assigned responsibilities.
- Provide support to staff as well as board and committees. Work as member of the staff team to ensure the effective operation of the Foundation.

## **OTHER DUTIES**

- Provide support to teammates as needed, including answering phones, filing, and filling in the front desk as needed.
- Be willing to perform other functions as assigned by the executive director.

## **DESIRED QUALIFICATIONS AND ABILITIES**

- Self-starter, ability to work with minimal supervision.
- Attention to detail.
- Excellent organizational skills.
- Ability to think strategically
- Strong verbal and written communication skills, including speaking and presentation skills.
- Excellent time management and project skills – ability to manage multiple projects/deadlines.
- Exercise sound judgment and decision-making capabilities with the highest ethical standards.
- Familiarity with LaGrange County community and nonprofit organizations, preferably.
- Demonstrated ability to reflect and maintain the Community Foundation’s values including professional integrity and trustworthiness.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The job operates in a professional work environment routinely using standard office equipment such as computers, Microsoft Suite, databases, phones, photocopiers, Teams, Zoom, and other communications platforms and AV equipment. The job requires some travel to locations in LaGrange County and occasional travel to philanthropy meetings or training in Indianapolis.

## **HOURS**

Full-time position. Generally, Monday-Thursday from 8 a.m. to 5 p.m. and Friday, 8 a.m. to 4 p.m., but evening and weekend hours will occasionally be required.