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## Communications Manager

The Community Foundation of Northern Colorado is seeking a Communications Manager to join its collaborative, dynamic, and innovative team. This position will provide a unique opportunity to connect with the most philanthropic aspects of the Northern Colorado region in a fast-paced, community-focused, paperless office environment that often involves confidential information.

The Foundation is celebrating its 46<sup>th</sup> anniversary and currently manages more than 550 charitable funds and \$165 million in assets. We distribute millions of dollars each year in grants and programs, and more than 75 nonprofit organizations have entrusted their long-term assets to the Foundation. While we serve donors throughout the state, our service area focuses on Larimer County and the northeastern plains of Colorado. We employ 14.5 FTEs, and in 2014 we were recognized as Colorado's "Foundation of the Year." In just the past few years, the Foundation received gifts of water rights, mineral rights, farmland, a ranch, residential homes, art collections, and a manufacturing firm.

The Foundation's mission is to inspire and unify the communities we serve, and we do this by serving as a thought leader, a nonpartisan convener, and a catalyst for community initiatives. Recent leadership projects include:

- Serving as an advocate and funder for downtown revitalization in Loveland.
- Raising and distributing millions of dollars for mid-range and long-term recovery needs related to the fires of 2012, the floods of 2013, the hurricanes of 2017, and most recently COVID-19 and the wildfires of 2020.
- Serving as the Regional Champion for Colorado Gives Day in Larimer County.
- Strengthening the local nonprofit sector by providing coaching and consulting.
- Supporting regional discussions about water — a central issue related to conservation, regional planning, agriculture, and economic development.

Serving as the long-term steward for charitable funds is a multifaceted role that requires our employees to efficiently manage multiple projects and priorities, be knowledgeable about evolving needs in our region, and successfully prepare for and complete follow-up actions.

Applicants must have five years of full-time relevant work experience, with at least three years supporting executives and communicating directly with key stakeholders. A bachelor's degree and nonprofit experience are preferred.

We are specifically seeking applicants that have demonstrated exceptional attention to detail, unwavering integrity, and an extraordinary commitment to confidentiality. The successful candidate will be a flexible, progressive thinker who actively seeks opportunities for improvement and proposes solutions. Applicants should have both an aptitude for, and ability to effectively utilize, technology tools and services that allow our team to operate in a highly efficient environment (examples include Raisers Edge, Asana, and Zoom).

This employee must embrace our team's Statement of Values, which emphasizes servant leadership, positivity, trust, and confidentiality. Applicants should also be personable, energetic, engaging, polished, and have the knowledge and demeanor required to interact with constituents in a manner that demonstrates the benefits of having a relationship with the Community Foundation.

The Foundation offers a competitive salary and benefits package. An offer of employment will be subject to a positive reference from the applicant's most recent employer, a signed Confidentiality Policy acknowledgement, and a standard background check performed by an employment screening company. The Foundation owns an office building in southeast Fort Collins, which is easily accessible from surrounding communities.

Applicants should carefully review the job description that follows, visit [NoCoFoundation.org](https://www.nocofoundation.org), explore [Facebook.com/NoCoFoundation](https://www.facebook.com/NoCoFoundation), and read our [Annual Report](#) prior to submitting a cover letter and resume **as one combined PDF file using the form available at [NoCoFoundation.org/jobs-opportunities](https://www.nocofoundation.org/jobs-opportunities).** Applications will be **reviewed on a rolling basis until Friday, May 14** or the position is filled.



**COMMUNITY FOUNDATION  
OF NORTHERN COLORADO**

## **Communications Manager**

**Classification:** Full-Time, Exempt  
**Supervisor:** Chief Engagement Officer  
**Updated:** April 2021

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This staff member is responsible for strategically conveying the Foundation's mission through visual channels and written communications including website, annual report, social and traditional media, presentations, and events.

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### **KEY RESPONSIBILITIES**

#### **Team Collaboration**

- Promote trust, demonstrate integrity, provide leadership, and support Foundation priorities as they arise.
- Approach deliverables in a proactive, versatile, and efficient manner. Be aware that projects and communication will often be of a sensitive nature and require the highest level of confidentiality.
- Use technology tools that play a key role in juggling multiple projects with varying deadlines.
- Provide back-up support to the Office Coordinator and our intern team to greet visitors, answer calls, and ensure adequate staff coverage during regular office hours.
- Assist with donor-related events/programs as requested, including the annual Celebration of Philanthropy.
- All other duties as assigned by the executive team.

#### **Communications**

- Develop and execute annual communications plan.
- Serve as the Designated Responsible Individual (DRI) for Foundation publications, including annual report.
- Strategically manage the Community Foundation's brand through collateral, website, and other visual presentations.
- Manage the Foundation's communications calendar, paying special attention to deadlines, audience, saturation, and engagement.
- Work directly with content and media coordinator, event coordinator, and contractors.
- Collaborate across departments (donor services, finance, community engagement, and operations) to develop content.
- Manage promotional materials, both print and web-based, and use of social media in communications.
- Oversee Foundation graphic design, including outsourcing as needed.
- Manage and update Foundation's digital properties including website and social media presence such as Facebook, Instagram, and LinkedIn.
- Oversee advertising production and placement.
- Maintain Foundation presentation materials including PowerPoint decks.

- Stay current with industry trends and resources that can enhance the Foundation communications.
- Manage the communications review processes and work with the Chief Engagement Officer for final approval of external projects.

### **Events**

- Serve in a leadership role for Foundation events by developing collateral for event communications, and providing best practice suggestions as appropriate.

### **Qualifications**

- A minimum of five years of demonstrated professional experience in communications, preferably in the nonprofit sector.
- Proven project management skills.
- Ability to communicate effectively with peers, management, donors, partners, vendors, volunteers, and stakeholders.
- Thrives in a dynamic work environment and can juggle multiple projects and meet deadlines.
- Experience leading projects with graphic designers, web developers, and content teams, both print and web-based.
- Basic graphic design and video production skills with an eye for design and brand expression.
- Outstanding written communications.
- Strong knowledge of Facebook, Instagram, and LinkedIn social media platforms.
- Proficiency in email communications systems.
- Excellent initiative and creativity to maintain and build the Foundation brand.
- Ability to supervise, train, and support other staff members.
- Excellent computer skills. Proficiency with operating systems including Microsoft Office Suite, Facebook, Instagram, LinkedIn, Canva, WordPress, Adobe Creative Suite, and Raiser's Edge.
- Bachelor's degree in communications, journalism, public relations, or marketing preferred.
- Strong analytical and critical thinking skills.

### **Salary Range**

- \$55,000 - \$75,000