Events and Social Media Specialist

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

In 2021, the Foundation celebrates its 46th anniversary and manages more than 500 charitable funds and $187 million in assets. We also distribute millions of dollars each year in grants and programs, and over 75 nonprofit organizations have entrusted their long-term assets to the Foundation. In just the past few years, the Foundation has received gifts of water rights, mineral rights, farmland, a ranch, residential homes, art collections, coin collections, and a manufacturing firm. 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.”

The Foundation’s mission is to inspire and unify the communities we serve. We accomplish 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 2020 and 2012, the floods of 2021 and 2013, the hurricanes of 2017 and Hurricane Katrina, and COVID-19 in 2020.
- Serving as the Regional Champion for Colorado Gives Day in Larimer County.
- Strengthening the local nonprofit sector by providing coaching and consulting.
- Promoting 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 two years of full-time relevant work experience. 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, Zoom, and social media platforms).

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, including: PTO, Paid Holidays, Sick Time, 401K Plan, Medical Insurance, Vision Insurance, Dental Insurance, HSA Contribution, Short Term Disability (STD), Life Insurance, Tuition Assistance Program.

Salary Range: $45,000-$50,000 (based on education and experience).
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, explore 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. Applications will be reviewed on a rolling basis until Friday, August 27th or the position is filled.
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Classification: Full-Time, Exempt
Supervisor: Communications Officer
Updated: August 2021

This staff member furthers the Foundation’s mission and achieves organizational goals by providing leadership to Foundation events and social media.

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 operations and IT specialist and our intern team to greet visitors, answer calls, and ensure adequate staff coverage during regular office hours.
- All other duties as assigned by the executive team.

Event Support
- Coordinate Foundation events including the Celebration of Philanthropy, Investment Performance Briefing, Holiday Open House, Hach Center for Regional Engagement events, Colorado Gives Day Rally, donor receptions, agency education sessions, and other events as assigned.
- Coordinate event project plans in Asana for all Foundation events.
- Assist Foundation staff with special programs or projects that promote awareness of the Foundation and philanthropy in the community.
- Utilize Foundation technology tools including Asana and Raisers Edge.
- Coordinate with Philanthropic Services to track event attendees in Raisers Edge.
- Coordinate with the communications officer to develop presentations and materials for Foundation meetings and events as needed.

Communications Support
- Plan content & execute strategy for social media across multiple channels.
- Assist the communications officer with website updates and management.
- Collaborate with the communications officer to develop promotional materials for Foundation events.
- Archive Foundation photos and historical files.
- Support advertising production and placement for events as necessary.
- All other duties as assigned by the executive team.