

# Hamilton Community Foundation

## Job Description



**Position Title:** Communication Manager

**JOB STATUS:** Full Time Exempt

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**Background:** The Hamilton Community Foundation (HCF) is a public charity with over \$140 million in assets and more than 900 funds and two Affiliates. Created in 1951 and located in the historic Lane Hooven House, HCF manages individual, family and corporate funds, as well as nonprofit agency endowments. The Foundation provides annual grant awards in excess of \$5 million each year to qualified charitable organizations in the greater Hamilton area.

**REPORTING TO:** President & CEO

**PURPOSE OF JOB:** The Communication Manager formulates and oversees the communication plan for all internal/external communications and perceptions, including print, digital and social media. Oversees all aspects of communications, events, and media relations. The Communication Manager works across all areas of the Foundation including Affiliates assisting with marketing efforts and ensuring all efforts are integrated. Grow and maintain strong partnerships in the community that increase the Foundation's and Affiliate's brand awareness and impact and manage public engagement-driven projects and programming.

### Professionalism

- Support the Hamilton Community Foundation's mission, vision and values as outlined in the strategic plan.
- Abides by the Foundation's standards of conduct, policies and procedures.

### KEY RESPONSIBILITIES

- Develop and implement an integrated marketing and communications strategy for the Foundation and its affiliates.
- Manage and maintain oversight of the Foundation's brand, ensuring brand integrity.
- Develop and monitor the Communications budget, adjusting accordingly as needs change.
- Oversee and/or coordinate production of marketing/communication materials (digital and print), presentations, digital media, website, and social media messaging in the context of the communication strategy.
- Responsible for production of the Foundation's annual report, newsletter, and press releases and online newsletters
- Responsible for planning, implementing foundation events. Serves as the lead for all events.
- Supervise relationships with vendors involved in marketing and communications, including preparing and overseeing those budgets.
- Responsible for the development and maintenance of foundation's website; create and/or approve content, facilitate website updates, implement digital best practices, and ensure compliance with current accessibility and other industry standards.
- Serves as the central point of contact for all press inquiries; pitches stories, cultivates relationships with media, develops content in collaboration with staff.
- Advises affiliates, community funds, and community partners with communications leadership, branding consistency, and technical assistance as needed.
- Prepare written reports and analysis of Communication activities.

## **Knowledge and Skills**

- Experience in marketing and communications planning and implementation that aligns with organizational plans and goals
- Experience in project planning, implementation, and consistent follow-through
- Superior written, oral, and interpersonal communication skills
- Experience in collaborating with diverse and creative colleagues and contract professionals
- Expertise with digital and social media engagement, mass email tools – Constant Contact
- Excellent computing and graphic design skills required, including Adobe Suite, Canva, Excel, Word, social media platforms and website management
- Ability to work independently and collaboratively with others
- Self-starter with ability to prioritize effectively, organize workload, meet deadlines, be flexible, pay attention to details.
- Excellent time management skills and high level of accuracy required
- Prefer experience with nonprofit organizations

## **Minimum Qualification**

- Bachelor's degree in communications, marketing, PR, fundraising or other relevant discipline required. Masters preferred.
- 5+ years' experience in marketing/communications
- Previous experience with nonprofit organizations preferred

## **COMPUTER OPERATIONS**

- Demonstrated use of Microsoft Office and Adobe Creative Suite software. Experience working in a network environment with integrated database. Ability to learn the foundation's software - Foundant Technologies as needed.
- Knowledge and experience with social media platforms, Facebook, and LinkedIn

The salary range for this full-time, exempt position is \$50,000 - \$70,000, offers paid time off, retirement contribution and match and health benefit support.

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## **To apply: send cover letter, resume and portfolio documents including:**

1. Two-Three writing examples
2. Up to two examples of marketing campaigns you have developed/implemented
3. One example of social media management
4. One example of website management

to Katie Braswell, [kbraswell@hamiltonfoundation.org](mailto:kbraswell@hamiltonfoundation.org). No phone calls, please. Will accept applications until position is filled.