



## Community Foundation of Johnson County

### Position Description

**Role:** Director of Strategic Communications and Community Grant Writing

**Reports to:** President and CEO

The mission of the Community Foundation of Johnson County (CFJC) is to connect communities who care with causes that matter to support sustainable change. As our region and organization continues to grow, the CFJC has recognized a need for a Director of Strategic Communications and Community Grant Writing who is responsible for developing and implementing the marketing, communications, and external grant writing plans of the Foundation.

The Director will implement strategies that support the organization's brand and reputation as a trusted philanthropic leader, connector, convener, and catalyst for change by elevating and enhancing its visibility and image among internal and external stakeholders. The position will also forge new ground in building community connections through community grant writing.

#### **Key Duties and Responsibilities:**

- Develop, implement, and oversee a comprehensive marketing communications plan that aligns with the Foundation's mission, vision, and values, with a focus on brand narratives, messaging, and public relations strategies.
- Manage all aspects of the Foundation's brand, ensuring consistent brand resonance across traditional and new media platforms such as the website, print publications, and social media.
- Lead strategic messaging, development of promotional materials, and cross-departmental coordination for a unified and compelling brand voice, amplifying the Foundation's overall image and impact.
- Work closely with the President and CEO to identify opportunities, communicate key issues to the community, and implement strategic planning.
- Facilitate the writing of articles, annual reports, speeches, and opinion pieces for publication, and convert the Foundation's successes into inspirational stories shared across print and digital forums.
- Oversee on-going content and design updates of the CFJC main and affiliate websites.

- Oversee the planning and implementation of social media activities for the Foundation, infusing brand identity and leveraging these platforms for greater visibility and engagement.
- Lead the research and application process of the organization's community grant writing efforts, collaborating with entities across Johnson County.
- Oversee the development and implementation of an annual special events calendar, ensuring all events capture the attention of the intended audience and media.
  - Develop and administer the annual marketing and communications budget, ensuring efficient resource allocation towards brand promotion and communication goals.
- Develop robust mechanisms for measuring the effectiveness of branding, messaging, and overall communications programs, refining strategies based on data-driven insights.
- Attend Foundation meetings, i.e. all staff and assigned committee meetings of the Foundation's Board of Directors.
- Represent the Foundation at community events and initiatives, acting as a brand champion and advocate for charitable giving in our area.

**Qualifications:**

- A bachelor's degree or equivalent combination of education with 3-5 years of experience in marketing, communications, or journalism

*Additional preferred qualifications include:*

- Working knowledge of content creation platforms such as Canva and Adobe
- Proficient with data collection and data analytics tools
- Understanding of community foundation structures and services
- Willingness to serve donors and the organization on occasional evenings and weekends
- Highly organized, detail-oriented, and conscientious self-starter
- Able to strategize and prioritize effectively to accomplish multiple tasks
- Objective, strong "can do/will do" style
- Works efficiently within timelines and budgets

*Individuals with other combinations of related education and experience are encouraged to apply and will be considered on a case-by-case basis.*

### **Essential Functions:**

The essential functions described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Those functions include, but are not limited to: operating a computer, office equipment, telephone, and printer; the ability to move about space in the office and at events, and access required materials; the employee may be called on to move objects up to 20 lbs. from one point to another and regularly detect outside, environmental stimuli; and the ability to reliably travel to off-site meetings, events, and vendors will be necessary and access to transportation is required.

### **Salary and Benefits:**

\$50,000 – \$55,000, depending on experience. Eligible to participate in the Community Foundation's competitive benefits package which includes: health, dental, life, disability, 403B retirement with employer match, and paid time-off benefits including paid holidays and family caregiving leave.

### **The Community Foundation of Johnson County is an Equal Opportunity Employer:**

The Community Foundation of Johnson County does not discriminate against someone (applicant or employee) because of that person's race, creed, color, ethnicity, national origin, religion, sex (including gender identity, gender expression, sexual orientation, or pregnancy), age, physical or mental ability or genetic information, veteran status, military obligations, marital status, or any other protected class as provided for by applicable local, state and federal law. This nondiscrimination policy applies to hiring, internal promotions, training, opportunities for advancement, and terminations.

### **To Apply:**

After thoroughly reviewing our website, interested applicants must email a cover letter, resume, and the contact information for two professional references in one PDF file to [info@cfjc.org](mailto:info@cfjc.org) with the subject line: "Director of Strategic Communications and Community Grant Writing."

**Application Deadline: August 25, 2024**