JOB TITLE: Senior Communications Officer
REPORTS TO: Vice President of Communications
FLSA STATUS: Exempt

WHAT IT MEANS TO WORK AT THE DENVER FOUNDATION:
The Denver Foundation's vision is a Metro Denver that is racially equitable in its leadership, prosperity, and culture, and we are a catalytic leader that engages critical issues and accelerates systems change.

To achieve this, we believe that all staff must intentionally apply Equity, Inclusion, and Diversity to their practice. The ideal candidates for this position will be committed to racial equity.

POSITION SUMMARY:
The Senior Communications Officer oversees and implements the media relations and original written content development plan of the foundation. This role reports to the Vice President of Communications and works closely with the other members of the communications team and a variety of internal and external stakeholders.

RESPONSIBILITIES & ESSENTIAL FUNCTIONS:

Content Development and Planning (75%)

- Develop and execute a plan for written content and media relations in partnership with the VP of Communications
- Serve as the primary author of original written communications content for the foundation, including monthly and quarterly segmented e-newsletters, publications (e.g. Noteworthy), blog, and social media content
- Oversee content development and proofread other communications pieces, including slide decks and marketing collateral
- Support written development of talking points for foundation-hosted and external events
- Contribute to the achievement of strategic branding and positioning goals through written content development
- Engage internal and external stakeholders in dialogue to encourage the sharing of stories and successes. Internal stakeholders include the foundation staff and board. External stakeholders include donors and fundholders, grantees and community members, and professional advisors
- Ensure communication of a clear and compelling point of view
- Manage and liaise with external collaborators including graphic designers, proofreaders, freelance writers, and printers
Media Outreach (15%)

- Create and distribute press releases for the foundation and affiliate/supporting organizations
- Propose compelling storylines and narratives to local/national media outlets
- Cultivate relationships and network of contacts within local/national media outlets
- Develop partnerships with local/national media

Communications Team Support (10%)

- Assists staff with special programs or projects that promote awareness of the foundation and philanthropy in the community
- Coordinates and produces other foundation content such as grant guidelines, donor slide decks etc.
- Oversee content development and proofread other communications pieces, including slide decks and marketing collateral
- Manage internal communications projects
- Other duties and responsibilities as requested by the VP of Communications

REQUIRED QUALIFICATIONS:

- At least seven years of proven experience and success in media relations, communications, and/or writing for publications, including editing
- At least seven years of experience executing a multifaceted external communications strategy for an established organization
- Advanced proficiency in AP style, proofreading and copyediting
- Outstanding written and oral communication skills
- Engaging biographer able to interview and tell the stories of donors, volunteers, staff, and community residents
- Gifted storyteller able to develop compelling narratives aligned with goals
- In-depth knowledge and understanding of the local media industry
- Demonstrated ability to manage multiple tasks
- Demonstrated ability to work under pressure and meet deadlines
- Excellent adaptive thinker
- Resiliency to consistently make difficult decisions despite competing priorities and time constraints
- Ability to build relationships with people of diverse backgrounds, perspectives, and cultures
- An unwavering commitment to racial equity
- Belief in the model of community foundations
PREFERRED QUALIFICATIONS:
- Deep understanding of the nonprofit sector and its role in the community
- Understanding of financial advisors, attorneys, or other professional advisors audiences
- Creativity and curiosity about trends in social change and philanthropic communications strategy
- Proficiency with InDesign/Adobe suite
- Bilingual in English and Spanish (written and verbal)

WORK ENVIRONMENT: The position is based in an office environment with a mix of private offices and cubicles. Travel throughout the metro Denver region is a frequent requirement of the job. The position will occasionally be asked to staff weekend and evening events.

PHYSICAL DEMANDS:
- Daily communication via phone
- Frequent extended hours in front of a computer screen with or without accommodations
- Regular group and public speaking
- Occasional activities occurring outdoors

ADDITIONAL ELIGIBILITY QUALIFICATIONS:
- Must be authorized to work in the United States

OTHER DUTIES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this position. Duties, responsibilities, and activities may change at any time.

COMPENSATION: This is a full-time exempt position. The Denver Foundation offers a competitive benefits package including paid time off, retirement contribution, tuition assistance, and medical, life, and disability insurances. The salary for this position ranges from $67,000 to $82,000, depending upon experience.

APPLICATION PROCESS: Interested applicants should complete the application located on our Careers page at http://www.denverfoundation.org/About/Careers. Applications will be accepted until the position is filled.

THE DENVER FOUNDATION’S ANTI-DISCRIMINATION POLICY: The Denver Foundation shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include but are not limited to hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.
The Denver Foundation practices and champions inclusiveness in our community. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community. Candidates from traditionally marginalized communities are especially encouraged to apply.