



# The Denver Foundation

**JOB TITLE:** Senior Communications Officer

**REPORTS TO:** Vice President of Communications

**FLSA STATUS:** Exempt

## **POSITION SUMMARY:**

The Senior Communications Officer oversees and implements the original written content development plan of the foundation, including the social media plan. 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 (60 %)**

- Develops and executes a plan for written content in partnership with the VP of Communications.
- Serves as the primary author of original written communications content for the foundation, including monthly and quarterly segmented e-newsletters, publications (e.g., Noteworthy), blogs, and social media content.
- Oversees content development and proofreads other communications pieces, including slide decks and marketing collateral.
- Supports written development of talking points for foundation-hosted and external events.
- Contributes to the achievement of strategic branding and positioning goals through written content development.
- Engages 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.
- Ensures communication of a clear and compelling point of view

### **Social Media Content Creation (25%)**

- Develops and executes a social media plan in partnership with the VP of Communications.
- Generates original, high-quality multimedia content, including text, images, graphics, and videos, tailored to different social media platforms.
- Uses creativity and design skills to produce visually appealing and shareable content that reflects the brand's identity and values.
- Fosters and maintains a strong online community by actively engaging with followers, responding to comments and messages, and addressing inquiries or concerns in a timely and positive manner.

- Stays up-to-date with current technologies and trends in social media, design tools and applications

### **Media Outreach (5%)**

- Creates and distributes press releases for the foundation and affiliate/supporting organizations
- Proposes compelling storylines and narratives to local/national media outlets
- Cultivates relationships and network of contacts within local/national media outlets
- Develops 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.
- Oversees content development and proofread other communications pieces, including slide decks and marketing collateral
- Manages 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, marketing, communications, and/or writing for publications, including editing
- At least seven years of experience executing a multifaceted external communications or marketing strategies for an established organization, including creation of social media content
- 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
- 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
- In-depth knowledge and understanding of the local media industry
- Proficiency with InDesign/Adobe suite
- Proficiency with photography and video editing for social platforms
- 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 \$ 69,700 to \$82,000, depending upon experience.

**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.*

**JOB DESCRIPTION STATEMENT:**

I have read and I understand and accept the job description, including the qualifications and the requirements of the described position. I certify that I can and will perform the duties and all responsibilities required for this position.

Printed Name:

Date:

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Signature:

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