



Since 1975 **Community First Foundation** has been helping generous donors and innovative nonprofits come together to improve the quality of life and create positive change in Jefferson County, the Denver metropolitan area and beyond. We serve as a connector, partner, collaborator and resource to fuel the power of community for the greater good. We are proud to use our energy, leadership and trusted stewardship of financial resources to energize giving across our state, strengthen nonprofits, support donors and find new ways to address community needs. For more information, visit CommunityFirstFoundation.org.

Director of Communications

The Director reports to the Executive Vice President, serves as a member of the leadership team and works closely with senior management and program teams.

The Director is responsible for the development, integration and implementation of a broad range of strategic marketing and public relations activities advancing the priorities and branding of the foundation. This includes driving broader awareness of, and greater support for, the Foundation.

This individual is an ambassador for the Foundation, and builds and maintains established relationships with the media, community leaders and other stakeholders. The goal is to advance the Foundation's profile and image with relevant constituents and drive broader awareness of the Foundation and its work.

Responsibilities:

- Responsible for all communications including web, e-news and other online communications, print publication, newsletters, annual report, donor solicitation, social media, RFPs, letters, nomination forms and collateral materials as needed to position the foundation in the community and to support the Foundation's fundraising and grant making programs. Supervises and takes part in production of electronic and print publications and advertising, as needed.
- Actively engages, cultivates and manages media and press relationships to ensure coverage surrounding Community First Foundation's programs, special events, public announcements and other projects, seeking out opportunities to increase the foundation's presence.
- Identifies challenges and emerging issues faced by the foundation, works with the leadership team and staff to recognize internal and external communications opportunities and solutions. Develops crisis communications plan and manages communications and reputational issues so they do not become a crisis.

- Develops an annual work plan and budget to lead the implementation of all communication activities to achieve initiatives and organizational objectives. Monitor and manage expenses ensuring all activities come in on time and within budget.
- Develops and directs Foundation events and ensures events meet objectives, capture the attention of the intended audience and the media, and are managed in a creative, timely and cost-efficient manner.
- Responsible for all aspects of social media and its role in supporting the Foundation's communications including the establishment of internal policies and procedures.
- Oversees the day-to-day activities and operations of the communications department including planning, project implementation and staff development.
- Safeguards the intellectual property (IP) of the Foundation such as designs, symbols, names and images as protected by law through copyright and trademarks.
- Remains current in this area assuring compliance with all legal and regulatory issues related to communications.

Experience/Qualifications:

- Bachelor's degree in journalism, marketing, communications, English or related field, or equivalent experience
- Minimum of 5 years' experience in the communications field, with demonstrated experience in a management role working in areas of communications/public relations/marketing/ in a business environment providing oversight to system communications
- Demonstrated skill and comfort in proactively building relationships with reporters and editors, and in successfully positioning subject matter with the media to achieve high-impact placements; news writing experience and media training
- Knowledge of philanthropy and the nonprofit sector, preferred
- Extensive successful writing and editing experience (externally focused), with a variety of print and online communication media
- Demonstrated experience in managing events and sponsors
- Experience with social media development and oversight including content development and integration into the overall communications strategy;
- Ability to prioritize communications activities, considering time and financial resources available
- Previous supervisory experience and experience working with multiple audiences as well as outside agencies and vendors
- Understanding of Web 2.0 tools and technologies
- Reliable transportation required to move between office locations and events; may require outdoor activities or work in various locations

Technical Competencies:

- Skilled in writing, proofreading and editing.
- Excellent grammar skills.
- Good problem-solving skills.

- Excellent planning and execution skills.
- Ability to independently organize work and meet deadlines.
- Ability to communicate effectively.

Behavioral Competencies:

- Takes personal responsibility for results.
- Works well in a team environment and is committed to shared success.
- Flexible and adaptable.
- Support Community First Foundation's Vision and Mission.
- Maintain confidentiality of all business/work information.
- Demonstrate the ability to meet and exceed the reasonable expectations of all constituents and coworkers as defined and communicated by the Foundation.
- Demonstrate the ability to function successfully in a team environment.
- Accept responsibility for continuous quality improvement and cost management.
- Remain flexible in all aspects of work-related actions.
- Promote and adhere to all Foundation policies and practices.

Physical:

- Professional office environment
- Physical demands may involve lifting materials and equipment up to 25 pounds.
- Workload may be stressful due to deadlines and changing priorities.
- May be high-pressure depending on demands.

Benefits:

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive compensation and extensive benefits package including medical, dental, vision and pension plan. We work to maintain the best possible environment for our employees where people can learn and grow with the Foundation. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To Apply:

To respond to this opportunity, please go to:

<http://ejob.bz/ATS/jb.do?reqGK=27061764>

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.