



### **Our Mission**

[www.JCFgives.org](http://www.JCFgives.org)

Jefferson Community Foundation connects diverse people, ideas and resources to build a future of opportunity for all in Jefferson County, Washington. JCF serves as hub for changemakers in our community to:

- GIVE donations informed with local knowledge and strategy,
- BUILD strong and collaborative nonprofits,
- SOLVE regional issues by working together on solutions.

### **Our Values**

Our board of directors and staff are committed to conducting ourselves according to the following values:

- Trustworthy: Accountable for providing exceptional, accurate and responsive service.
- Collaborative: Making choices in the context of community; working cooperatively to achieve shared goals.
- Diverse: Honoring that all people have assets to offer in building the future; working for racial equity and actively engaging and connecting people across traditional divides.
- Creative: Applying mastery in our field to develop effective solutions to challenges without obvious answers.
- Kind: Bringing our whole selves to our work and creating a meaningful daily experience.
- Generous: Modeling the generosity we want to see in the world.

JCF celebrates, supports, and thrives on diversity. We are actively working to be anti-racist. We strive to maintain open hearts and open minds as we listen to, engage with, and follow BIPOC communities influencing systemic change in philanthropy. JCF is an equal opportunity workplace and does not discriminate on the basis of race, color, religion, gender identity or expression, sex, sexual orientation, national origin, age, disability, marital status, or based on an individual's status in any group or class protected by applicable federal, state or local law.

### **Job Description**

The Communications Manager will develop content and messaging, oversee design and printing of marketing materials, oversee social media presence, develop knowledge products, press releases, and an organizational newsletter. Specifically they will:

- Develop talking points for Board and staff members that ensure accurate, consistent and timely messages about JCF
- Direct, design, produce and distribute Foundation marketing materials.
- Coordinate the production of a quarterly newsletter, including story and content development as needed.

- Manage the Foundation's electronic media efforts including the website and social media efforts.
- Inspire media interest in the Foundation and respond to media requests.
- Create knowledge products on community topics that can be shared with JCF's network.
- Implement the visibility campaign for United Good Neighbors (the United Way of Jefferson County).
  - Produce a mailing brochure
  - Manage partnership with The Leader newspaper
  - Coordinate public visibility arranging for billboards to promote the campaign
- Partner with the CEO in the development of plans and budgets for the marketing/communications/public relations program

### **Optimal Attributes**

- Excellent written and verbal communication skills
- Ability to communicate complex topics clearly
- Ability to thrive in an entrepreneurial setting, anticipate organizational growth and thrive in an environment of consistent change
- Excellent organizational and data management skills
- Excellent customer service and relationship management skills
- Unquestionable integrity and ability to honor confidentiality requirements
- Ability to effectively organize, prioritize, and manage multiple detailed tasks simultaneously
- Self-driven with ability to also work collaboratively
- Ability to manage up or down, to communicate with our team and activate individuals to collaborate on projects in a positive manner
- Solution-oriented and committed to continual improvement
- Experience with and understanding of Community Foundations
- Community-minded and excited by our work and mission

### **Compensation**

Pay:	Non-exempt, 32 hours/week, \$29/hour,
Location:	In person
Paid Time Off:	14 days a year plus 8 paid holidays
Insurance:	Regence health insurance 80% paid by JCF
Retirement Plan:	Simple IRA matched at 3%

### **How to Apply**

Email a cover letter and resume outlining the reasons for your candidacy to [claudia@full-circlehr.com](mailto:claudia@full-circlehr.com) . Open until filled.