



<b>Open Position:</b>	Communications Manager
<b>Supervised By:</b>	Director of Communications
<b>Salary:</b>	\$55,000
<b>Benefits:</b>	Medical, FSA, HSA, Dependent FSA, Limited FSA, Vision, and Dental Employee Assistance Program Retirement Plan with Employer Matching Fully Paid Maternity (Childbirth) and Parental Leave

### **SUMMARY and BACKGROUND:**

The Communications Manager supports The Foundation for Delaware County's communications, advancement, and public health programs to elevate the Foundation's brand through storytelling, messaging, outreach and community engagement, and design.

Working with the Director of Communications, this position will assist with communications strategies. The Communications Manager will support design, social media, email marketing, community engagement and outreach, and external event efforts that communicate the Foundation's messages to key audiences, including new and potential program clients, community partners, donors, nonprofits, and the Delaware County community. This position also works closely with staff from the public health programs to support and provide them with marketing materials.

### **DUTIES and RESPONSIBILITIES:**

#### **Communications**

- Collaborate with the Director of Communications to develop and implement a comprehensive communications and community engagement strategy that aligns with the Foundation's mission and goals.
- Work with the Director of Communications to design and develop marketing and promotional materials for various campaigns and initiatives, including social media ads, invitations, flyers, banners, and other electronic and print material as needed.
- Manage the Foundation's social media channels under the guidance of the Director of Communications.
- Support the Director of Communications with updates to the Foundation website and the monthly e-newsletter via MailChimp.
- Assist with putting together a monthly internal e-newsletter for staff.
- Track and analyze the effectiveness of communications and community engagement efforts, including monitoring the Foundation's brand as it appears online and making recommendations for improvement.
- Manage and implement the editorial content calendar with the Director of Communications.



## **Outreach & External Events**

- Provide support for external events including, but not limited to photography and video, collateral materials, swag, and the coordination of logistics.
- Assist in identifying new opportunities through outreach, engagement, and communications with core audiences.
- Update outreach and engagement chart regularly.

## **QUALIFICATIONS:**

- Minimum two-three years of communications experience in communications, marketing, advertising, public relations, community engagement, or a related field with a business or nonprofit.
- Minimum two years of digital marketing experience, with a familiarity of digital marketing concepts, including search engine optimization and analytics.
- Microsoft Office Suite proficiency is required.
- Excellent organization and attention to detail.
- Excellent verbal and written communication skills, including strong writing and editing skills.
- Graphic design skills preferred (Canva and/or Adobe Suite).
- Familiarity with WordPress and MailChimp or similar web hosting and email marketing platforms is a plus.
- Excellent interpersonal skills. Ability to work with management, employees, and the larger community.
- Familiarity with Delaware County and its various communities is preferred but not required.
- Public Health experience is a plus.
- Physical Requirements: Prolonged periods sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at times.
- Must be able to attend a few events per month outside of regular office hours, which include occasional evenings and/or weekends.
- A valid driver's license is required. Will need to use your own reliable transportation to travel across the county and region to business-related activities and events. Mileage reimbursement is available at the approved IRS mileage rate.

## **The Foundation for Delaware County has the following mandates:**

- Annual Influenza Immunization (during flu season)
- COVID-19 Vaccine; the Bivalent
- All nonvaccinated new hires must have the COVID-19 Bivalent vaccine before their start date.

**As an organization with public health programs, we must continue to protect the safety of our clients, our community, and ourselves by doing all we can to reduce the impact of COVID-19 and the Influenza disease.**



### **About The Foundation for Delaware County**

As a community foundation, The Foundation for Delaware County encourages philanthropy and partners with others to lead initiatives and programs that address the issues and challenges faced by Delaware County and its people.

The Foundation invests in nonprofit organizations that align with our mission of improving the well-being of the county's diverse residents. With headquarters in Media and service sites in Eddystone, Upper Darby, and Springfield, the Foundation operates public health programs, including Healthy Start, the WIC nutrition program, and Nurse-Family Partnership. Other programs include El Centro (a Hispanic resource center), a health resource center for students in the Chester Upland School District, and the Housing Opportunities Program for Equity (HOPE). To learn more, visit [www.delcofoundation.org](http://www.delcofoundation.org).

*The Foundation is currently working in a hybrid work environment. When in the offices, this individual will work in a typical office environment. On a standard workday, most of the time is spent sitting at a desk, using the computer, and speaking on the phone. However, at times, this role will be required to attend events or related outside meetings/events on behalf of the Foundation. These meetings/events may take place outside of regular business hours and outside of the main office in Media.*

**The Foundation for Delaware County is an Equal Opportunity Employer with a high-performance and continuous improvement culture that values learning and a commitment to quality. We use a supportive and collaborative approach in our internal operations and throughout our work in Delaware County. All employees are required to have received the first COVID-19 vaccination dose by the first day of employment.**

**Interested applicants should send a resume and cover letter to:**

**[HumanResources@delcofoundation.org](mailto:HumanResources@delcofoundation.org)**