



**Position: Communications Manager**

**Supervisor:** Vice President of Communications

**Salary:** \$60,000

**Benefits:** Medical, FSA, HSA, Dependent FSA, Limited FSA, Vision, and Dental  
Employee Assistance Program  
Retirement Plan with Employer Matching  
Paid Maternity (Childbirth) and Parental Leave

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**Summary and Background**

The Foundation for Delaware County is seeking a Communications Manager to support our communications, marketing, advancement, and public health programs. This role plays a key part in strengthening the Foundation's visibility and brand through storytelling, design, and strategic content creation.

Working closely with the Vice President of Communications, this position will help implement communications strategies, design marketing materials, manage digital and social media content, assist with email campaigns, make website updates, create materials and communications strategies for Delco Gives, and help promote the Foundation's public health programs.

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**Key Responsibilities**

- Collaborate with the Vice President of Communications to develop and implement a comprehensive communications strategy that aligns with the Foundation's mission and goals
- Design and develop marketing and promotional materials, including social media ads, invitations, flyers, banners, display advertising, and other electronic and print materials as needed

- Draft and schedule social media content through Loomly; monitor performance and analytics
  - Manage external and internal e-newsletters, including coordinating the content, photo selections, and layout using MailChimp
  - Help manage and implement a content calendar and communications calendar with support from the Vice President of Communications
  - Support external events, including, but not limited to, photography and video, collateral materials, swag, and assisting with logistics
  - Manage and plan communications strategies, materials, and promotions for the Foundation's online giving day – Delco Gives
  - Research marketing and design best practices for campaigns and initiatives (e.g., social media ads, invitations, flyers, banners, etc.)
  - Assist with website updates
  - Support the production of the annual report, including photo shoots and cataloging photos for the report
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## **Qualifications**

- Minimum of two years of experience in communications, marketing, public relations, or related field (nonprofit or business sector)
- Social media experience (professional or personal experience)
- Minimum two years of digital marketing experience, including search engine optimization and analytics
- Microsoft Office Suite proficiency is required
- Highly organized with strong attention to detail
- Excellent verbal and written communication skills, including strong writing and editing skills
- Must have design experience either through Canva and/or Adobe Suite
- Familiarity with WordPress and MailChimp or similar web hosting and email marketing platforms is a plus

- Strong interpersonal skills and ability to work effectively with staff, partners, and community members
  - Familiarity with Delaware County and its various communities is preferred but not required
  - Public Health experience is a plus
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### **Additional Requirements**

- **Physical Requirements:** Prolonged periods sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at times
  - **Work Schedule:** Must be able to attend a few events/months outside of regular office hours, which include occasional evenings and/or weekends
  - **Travel:** Reliable transportation is required for travel throughout Delaware County and the surrounding region; mileage is reimbursed at the IRS-approved rate
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### **Mandates**

- **Annual Influenza Immunization** (during flu season)
- The Foundation requires all employees to be fully vaccinated against **COVID-19**. This includes the initial vaccination series (first and second doses) and two booster doses. If you have not completed this vaccination series, you are required to receive the most up-to-date COVID-19 vaccination before your start date, in line with current public health guidelines. Proof of vaccination must be submitted as part of the onboarding process.

As an organization with a public health focus, 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.

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

The Foundation for Delaware County is the largest grantmaking philanthropy in Delaware County, PA. One of 900 community foundations across the U.S., the Foundation offers support and resources for nonprofits of every size, helps generous people give with more

impact, brings together funders, nonprofits, and elected officials to address critical community problems, and responds to major challenges and crises as they arise.

In addition to grant funding, the Foundation operates the Center for Nonprofit Excellence to strengthen Delaware County's nonprofit community through training, workshops, and peer learning opportunities. The Foundation encourages philanthropy by connecting donors to worthy causes through efficient charitable giving vehicles like donor-advised and scholarship funds. The Foundation hosts Delco Gives annually. In 2025, more than \$2.2 million was raised for 306 local nonprofits during Delco Gives.

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, the Housing Opportunities Program for Equity (HOPE), Doula Program, Family Support Program, Safe Start, Breastfeeding Program, Delaware County Lead-Free Program, and the Home Visiting Program. To learn more, visit the Foundation at [www.delcofoundation.org](http://www.delcofoundation.org) and follow them on Facebook, Instagram, LinkedIn, and X at **@DelcoFdn**.

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, the Communications Manager 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.

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### **To Apply:**

Please send a resume and cover letter to:

**Katy Lichtenstein**

**Vice President of Communications**

[klichtenstein@delcofoundation.org](mailto:klichtenstein@delcofoundation.org)