



**Position:** Communications Manager

**Department:** Communications

**Supervisor:** Vice President of Communications

**Salary:** \$60,000

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## Benefits

The Foundation offers a competitive and comprehensive benefits package to support the well-being and professional growth of our employees, including:

- **Health Insurance:** Choice of two Independence Blue Cross Personal Choice PPO plans paired with a Medical Expense Reimbursement Program (MERP) through Nonstop Health.
- **Dental and Vision Insurance:** Coverage for routine cleanings, exams, major dental work, and allowances for glasses or contact lenses.
- **Maternity and Parental Leave:** Paid leave for birth and non-birth parents.
- **Retirement Plan:** 403(b) plan with employer matching up to 4%, with immediate vesting.
- **Income Protection:** Short-Term Disability, Long-Term Disability, and employer-paid life insurance equal to one year's salary.
- **Flexible Spending Accounts (FSA):** Healthcare and dependent care spending accounts.
- **Paid Time Off (PTO):** Generous PTO with rollover options, 10 paid holidays (including Juneteenth and Election Day), and 2 floating holidays.
- **Employee Assistance Program (EAP):** Free, confidential counseling and support services.

- Professional Development: Ongoing training and certification support based on budget availability.
- Voluntary Benefits: Optional accident, critical illness, hospital indemnity, and whole life insurance coverage.

## **Summary and Background**

The Foundation for Delaware County is seeking a Communications Manager to support and execute communications, marketing, and storytelling efforts across the organization. This role plays a key part in strengthening the Foundation's visibility and brand through content creation, design, and digital engagement.

Working closely with the Vice President of Communications, this position will help design marketing materials, manage digital and social media content, assist with email campaigns, and help make website updates. The role also plays a key part in promoting Delco Gives and the Foundation's Family Village programs.

This is an ideal position for an early-career communications professional who is excited to learn, take initiative, and grow as a communications professional. The position is designed for a doer—someone who enjoys creating, executing, and building their skills.

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## **Key Responsibilities**

### **Content & Digital Communications**

- Create and schedule social media content; monitor performance and analytics
- Implement paid social media campaigns
- Manage e-newsletters, including content coordination, photo selections, and layout (Mailchimp)
- Assist with website updates
- Support video strategy by filming and editing short-form video content
- Manage the Foundation's content library, including cataloging photography, video, and story assets for use in presentations, reports, and digital communications

## **Design & Creative**

- Design marketing and promotional materials (social media, invitations, impact reports, flyers, etc.)
- Edit photos and videos

## **Campaign Support**

- Help manage and implement a content calendar with support from the Vice President of Communications
- Support communications for Delco Gives and Family Village initiatives
- Research marketing and design best practices for campaigns and initiatives

## **Events & Special Projects**

- Support events through photography, video, materials, and logistics
  - Assist with the production of the annual report and other key materials, including photo shoots and cataloging photos for the report
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## **Who You Are**

- A proactive, self-starter who enjoys both creative work and execution
- Eager to learn, take feedback, and grow in a collaborative environment
- Comfortable managing multiple projects and deadlines

## **Qualifications**

- Minimum of two years of experience in communications, marketing, public relations, or related field (nonprofit or business sector)
- Proven track record working in digital marketing and social media communications, including demonstrated experience in paid social campaigns
- Basic photography/video and photo editing skills
- 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 strategic, problem-solving skills, flexibility, and a demonstrated ability to organize and manage multiple tasks at once and work to accomplish goals
  - 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
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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)

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 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 the only online giving day in the region, Delco Gives. In 2026, more than \$2.8 million was raised for 323 local nonprofits during Delco Gives. 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 also runs Family Village, public health programs for new and expecting parents. Learn more about Family Village at [delcofamilyvillage.org](http://delcofamilyvillage.org).

The Foundation is currently working in a hybrid work environment. During the first 90 days of employment, this person will be required to work in the office every day. 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, cover letter, and a sample flyer or graphic post to:

**Katy Lichtenstein**

**Vice President of Communications**

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