



POSITION DESCRIPTION

Title: Communications Specialist

Reports To: Director of Communications & Community Engagement

SUMMARY

The Boettcher Foundation is seeking a communications specialist to support our strategic communications and Alumni relations work. The specialist will play a lead role in supporting the day-to-day communications, content production, social media strategy and execution, writing, editing, and relationship management with the Boettcher stakeholders, namely Scholars and Alumni. As our communications specialist, you will help to elevate the Boettcher Foundation brand through storytelling and content production. This includes drafting and editing scholarship recruitment and outreach materials, electronic communications and messaging (including website, social media, and newsletters). This position helps to ensure that the Foundation is effectively and consistently engaging with its diverse stakeholders and telling our story of transformational impact across Colorado.

DUTIES & RESPONSIBILITIES

External and Internal Communications

- Manage day-to-day creation, production and distribution of compelling Foundation collateral; this includes publications and marketing materials, annual reports, scholarship recruitment and outreach materials, advertisements, newsletters, and other communications
- Manage electronic communications, including Scholar portal, 360Alumni portal, blogs, social media calendar, and newsletters
- Write and edit content across all channels as appropriate; edit content produced by other staff members or freelance writers
- Develop content, help design, and edit the Foundation website, ensuring that information is accurate, engaging, and effective

Scholar & Alumni Relations

- Provide support for management of Boettcher Scholar Alumni Board
- Oversee needed logistics for Alumni events in collaboration with Programs Coordinator and Director of Communications & Community Engagement

Special Projects and Other

- Assist with the execution of special projects as assigned by Director of Communications & Community Engagement and Foundation leadership

QUALIFICATIONS

- Bachelor's degree and 2+ years of communications / marketing / media relations experience with exposure to marketing, branding, and organizational messaging; experience with nonprofit organizations or foundations a plus
- Experience using Microsoft Office, WordPress, social media channels, and email marketing tools
- Strong verbal, written, and interpersonal communication skills
- Drive to deliver high quality work in a 'get things done' environment
- Adept at managing multiple projects and prioritizing their completion

- Experience with relationship management and developing targeted communications strategies to connect with a specific stakeholder audience - for example, Alumni, constituents, donor prospects, etc. a plus

WORKING ENVIRONMENT

- Occasional travel required
- Occasional evening and weekend work required
- Occasional lifting of up to 45 lbs.
- Proof of COVID-19 vaccination required
- Reliable transportation required to attend external meetings

BENEFITS & COMPENSATION

- Base salary from **\$60,000-\$70,000** per year based on experience
- The Foundation currently offers medical, dental, vision, life insurance, long-term disability insurance benefits, and 401(k). Time off benefits include PTO, sick leave, paid holidays, and bonding leave, along with an educational assistance plan.

HOW TO APPLY

This role will remain open until filled. The preferred qualification date is January 14, 2022. Early applications are strongly encouraged. Candidate materials will be reviewed on an ongoing basis and initial interviews will begin in mid- to late-January. To be considered, please submit a resume and cover letter (in a single Word document or PDF) expressing your interest in the position to laura@experiencefactor.com.

About the Boettcher Foundation

We believe in the promise of Colorado and the potential of Coloradans. Every day we champion excellence across our state by investing in our most talented citizens and high-potential organizations, because supporting their hard work and leadership will enable them to give back for years to come.

We leverage the power of collaboration and connection. The Boettcher Foundation transforms communities by investing in courageous leadership and community building.