



POSITION DESCRIPTION

Title: Communications Specialist

Reports To: Senior Director of Communications & Community Engagement

SUMMARY

More than messaging, communications at the Boettcher Foundation is how we strengthen community, build enduring relationships with leaders across Colorado, and honor both history and donor intent. The Communications Specialist plays a pivotal role in shaping how our story is told and how our community stays connected.

From prospective scholarship applicants discovering us for the first time to Alumni and grantees contributing their talents and advancing Colorado communities, this role ensures our communications reflect the excellence, humanity, and impact of the people and organizations we support. This is a role for a communications professional who believes strong storytelling builds trust, clarity creates connection, and words and images can connect us and strengthen communities.

The Boettcher Foundation is seeking a talented, strategic, and creative Communications Specialist to help bring our mission to life through high-quality content and thoughtful storytelling. Reporting to the Senior Director of Communications & Community Engagement, this role is ideal for a seasoned communications expert — an exceptional writer and editor, a confident content producer, and a creative partner who values precision, craft, and consistency.

The Communications Specialist leads day-to-day communications, content development, and digital engagement, with a particular focus on Scholar and Alumni communications. This position offers meaningful responsibility, creative ownership, and the opportunity to steward a respected brand while shaping how we engage its community across Colorado.

DUTIES & RESPONSIBILITIES

Communications & Content Leadership

- Lead the creation, production, and distribution of compelling communications and marketing materials, including newsletters, annual reports, scholarship recruitment and outreach materials, advertisements, sponsorship remarks, talking points, presentations, and other collateral
- Manage the Foundation's electronic communications ecosystem, including the Scholar Portal, 360Alumni portal, blogs, newsletters, and social media through oversight of content calendars and execution
- Write, edit, and refine content across channels, ensuring clarity, consistency, and alignment with our voice and values
- Assist with background research and interview content development for Boettcher podcast
- Serve as a trusted editor for content developed by staff and freelance contributors
- Develop, edit, and maintain website content, ensuring information is accurate, engaging, and reflective of our brand values and impact
- Contribute to the evolution of the Foundation's storytelling strategy, helping elevate the Boettcher brand through authentic, human- and community-centered narratives

Scholar & Alumni Engagement

- Provide communications and outreach support for the Boettcher Alumni Board and the broader Alumni community
- Collaborate with the Programs & Events Specialist and Senior Director of Communications & Community Engagement to support communications and logistics for Alumni events
- Partner with the Alumni Engagement Manager to develop materials that support outreach, relationship-building, and fundraising efforts

- Help ensure Scholars and Alumni feel informed, valued, and connected through consistent, thoughtful communication

Community Engagement & Special Projects

- Help advance the successful execution of Boettcher’s Leadership Collaboratives and Fellowship Program with administrative and operations support
- Contribute meaningfully to special initiatives and cross-functional projects under the direction of the Senior Director of Communications & Community Engagement
- Partner across the organization to ensure messaging is aligned, intentional, and supports long-term goals

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, grantees, etc. a plus
- Bring curiosity, creativity, and care to routine communications and high-visibility projects

WORKING ENVIRONMENT

- Hybrid work environment, in-person at least three (3) days per week, driven by and responsive to the on-site needs of the team in any given week. This is subject to change.
- Occasional travel required
- Occasional evening and weekend work required
- Occasional lifting of up to 45 lbs.
- Reliable transportation required to attend external meetings

BENEFITS & COMPENSATION

- Base salary from \$73,000 - \$83,000 per year depending on experience
- The Foundation currently offers a comprehensive benefits package.

HOW TO APPLY

This role will remain open until it is filled. The preferred application date is 5 p.m. on Monday, February 23, 2026. Candidate materials will be reviewed on an ongoing basis, and initial interviews will begin mid-February.

To be considered, please submit a resume and cover letter (in a single Word document or PDF) expressing your interest in the position to careers@boettcherfoundation.org and include “Communications Specialist” in the subject line. Early applications are strongly encouraged.