

COMMUNICATIONS & EVENTS ASSOCIATE JOB POSITION DESCRIPTION



CENTRAL SUSQUEHANNA
COMMUNITY FOUNDATION

For good. For ever.®

Job Title: Communications & Events Associate

Department: Development

Supervisor: Chief Advancement Officer

General Job Description:

This position will be responsible for the development and production of internal and/or external newsletters, mailing lists, social media, and collateral materials. In addition, this person will handle all CSCF and affiliate event planning and logistics. The Communications & Events Associate would report to the Chief Advancement Officer.

Major Duties and Responsibilities:

The Communications & Events Associate develops and implements strategy for all communications, including website content, social media, leveraging events and public relations messages and collateral/marketing materials to consistently articulate CSCF's mission.

- Develop, implement, and evaluate the annual communications plan
- Plan, coordinate and set-up all events for CSCF (annual meeting, holiday party, professional advisor seminars, educational events for donors and prospects, affiliate annual meetings)
- Plan, coordinate and oversee special events for all five affiliates including their annual event and prospective donor event
- Prepare foundation materials to present to donors, prospects, and organizations (civic and social groups) in the region to convey the Foundation's message and mission
- Lead in the development of materials such as the Annual Report, informational brochures, affiliate brochures, press releases
- Facilitate a plan for all media messages, web site updates, Facebook, mailings and events
- Develop, plan, and coordinate all women's giving circle events for all committees as well as other giving circle events initiated
- Track gifts and fundraising activities to provide FIMS and excel generate reports
- Create videos and photo galleries for publication

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- Coordinate media coverage of events
- Document the Foundation's activities on social media
- Gift entry as needed and other administrative duties as assigned

Qualifications:

Education: Undergraduate degree required

Experience: Experience working in the marketing/communications field

Key Competencies

- Sincere commitment to effectively promoting CSCF's mission and purpose
- Working knowledge of marketing (printing and electronic) and social media
- Working knowledge of event planning
- Ability to gain the confidence and respect of donors and partners as well as community foundation colleagues
- An ongoing commitment to training to enhance development skills and knowledge
- Detail oriented and strong interpersonal, organizational, time management, leadership and development skills
- Excellent verbal and written communication skills
- Excellent proofreading and grammar skills
- Ability to work in a small office as part of close team
- Proficiency and significant technology skills in Microsoft Word, Excel, Facebook, website, and other social media platforms
- Database management experience (i.e. FIMS)
- Ability to multi-task, schedule timelines, and meet deadlines
- Confidentiality and professional representation of CSCF is required
- Proven ability to multi-task, schedule timelines, and meet deadlines

Approved By: _____

Date Approved: _____

Date and Signature Last Reviewed: _____