



POSITION TITLE: Communications Associate
REPORTS TO: Director of Communications
Non-exempt
Salary range - \$55,000 - \$65,000

About Connecticut Community Foundation

Established in 1923, Connecticut Community Foundation was created by and for the people of Greater Waterbury and the Litchfield Hills. While serving this 21-town region, the Foundation provides leadership in addressing the community's critical issues, strengthens local nonprofit organizations through grants and technical assistance programs, and works with individuals, families, nonprofit organizations and corporations to administer more than 500 charitable funds. Our work is driven by our mission to foster an equitable and inclusive community in Greater Waterbury and the Litchfield Hills in which all residents have what they need to thrive.

Our Values

The Foundation strives to be open, strategic and fair, demonstrating integrity and commitment for the long term. We aim to be a welcoming partner that meets community needs by effectively transforming ideals into action.

The Foundation embraces and practices the following core values:

- **Equity, Diversity and Inclusion.** We welcome, invite, and commit resources toward the participation and well-being of all in our community.
- **Integrity and Transparency.** We hold ourselves to high standards of ethics, service, stewardship, and accountability to our donors, partners, and community.
- **Courage and Purpose.** We set ambitious goals, forge connections, and collaborate to address our community's needs.
- **Thoughtful Leadership.** We listen, learn, and evolve along with our community.

Position Summary:

Connecticut Community Foundation is looking for a creative, resourceful, analytical and collaborative communicator to work with the Foundation's director of communications to implement marketing strategies, communications, and public relations activities for the Foundation. The communications department conveys the Foundation's value to the community in compelling ways across many channels and to many audiences, sharing the stories of people making an impact in our community.

As communications associate, you will report to the director of communications to implement an integrative communications strategy that positions Connecticut Community Foundation as a philanthropic and grantmaking leader in the Greater Waterbury and Litchfield Hills region and increase the visibility of the Foundation to diverse audiences. You will help to execute the Foundation's external communications to advance its organizational goals and further the efforts of its grantees and donors.

The communications associate and director of communications work together to execute the brand strategy and organizational messaging for the Foundation's strategic plan and support institutional, development and program activities, coordinating with staff, board and vendors.

What You Will Do:

You will also work closely with personnel across all departments to convey the broad range of the Foundation's work.

Specifically, you will work with the director of communications in the following areas:

- Coordinate and project-manage multiple projects, tasks and deadlines in collaboration with the Director of Communications and other staff, including digital and print communications, event communications, social media and advertising.
- In collaboration with other Foundation staff, draft and produce written content for all print and electronic publications and materials, including the annual report, newsletters, press releases, social media, annual appeals, videos, advertisements and invitations.
- Conduct regular public relations outreach, including building relationships with the media, drafting pitch letters, news releases, etc.
- Produce content (written and visual) for and manage the Foundation's website, social media accounts and broadcast email system, regularly creating compelling and accurate content and building the Foundation's online community with a consistent voice.
- Maintain social media and email content calendars.
- Track and report on communications metrics to regularly assess the effectiveness of communications strategies.
- Collaborate with Foundation staff to identify opportunities to communicate with the public about the Foundation's initiatives, grants, services, and other activities.
- Support events and community engagement activities on behalf of the Foundation, with non-profit partners, donors, members and the public.
- Learn and stay abreast of relevant industry issues. You will attend webinars and conferences associated with non-profit marketing and communications and community foundation work.
- Other duties as assigned.

Who We Are Looking For:

We're looking for a team player with:

- A commitment to the community;
- A passion for storytelling;
- A willingness to learn new skills;
- An eagerness to stay abreast of developments and trends in professional communications;
- The ability to work collaboratively to achieve shared goals and enhance programs and services;
- A positive and flexible attitude; and
- A commitment to excellence and continuous improvement.

The Experience We Are Looking For:

- Minimum of 3-5 years of experience in public relations, communications, or marketing, preferably in a nonprofit environment
- A bachelors degree or higher or equivalent professional experience.
- Passion for the mission of Connecticut Community Foundation

The Knowledge and Skills You'll Need:

- Excellent writing and editing skills with strong attention to detail, style and grammar in written communications
- Ability to manage multiple tasks in a fast-paced environment while maintaining close attention to detail
- Ability to self-manage and work independently, as well as collaboratively
- Outstanding project management skills and attention to detail
- Demonstrated ability to produce compelling media pitches and press releases and implement public relations strategies
- Substantial experience implementing social media, email marketing and content marketing strategies
- Proficiency in WordPress website CMS and email marketing systems (Mailchimp, Constant Contact, etc.)
- Capacity to integrate communications efforts with other technologies and platforms
- Demonstrated qualities of integrity and discretion
- Ability to thrive in a fast-paced, open and collaborative environment
- Basic photo editing and graphic design (Photoshop and Canva) a plus
- Experience with Google Analytics and social media analytics a plus Donor communications experience and knowledge of community philanthropy and local nonprofit organizations a plus

Preferred Technical Skills:

Familiarity with:

- Adobe Creative Suite (Photoshop)
- Social Media Management tools e.g. Buffer, Hootsuite

Proficiency with tools such as:

- Mailchimp

- WordPress
- Survey Monkey
- Canva
- Microsoft Office 365
- Powerpoint

Bonus Skills:

- Extended Adobe Creative Suite: InDesign, Premiere (Video Editing) Illustrator
- Photography
- Videography and basic video editing
- Google Analytics
- Social media analytics
- Data visualization tools

What We Offer:

This is a full-time hybrid position. Employees are expected to work from Connecticut Community Foundation's office in Waterbury, CT three days/week.

Benefits include

- Dental Insurance
- Disability Insurance
- Employee Assistance Program
- Flexible Spending Account
- Health Insurance
- Life Insurance
- Paid Time Off
- Parental Leave
- Retirement Plan with matching
- Tuition Reimbursement

Additionally, we offer a team-oriented work environment, and opportunities to build skills, make creative contributions and develop professionally.

Connecticut Community Foundation is an equal opportunity employer and is strongly committed to building and maintaining a diverse and inclusive community. We encourage people of all backgrounds—including people of all races, sexual identities, abilities and ages—to apply.

To apply, send a cover letter, résumé, and writing sample to Barbara Ryer, director of finance and administration, at jobs@conncf.org.