



Kitsap Community Foundation Communications Officer

We are currently seeking a Communications Officer to strategically plan, lead, and execute all communication efforts for the Foundation.

The ideal candidate will have everything that we are looking for. However, we understand that it might be hard to find one person who can provide all of the skills, knowledge, and personal attributes that we want. So, we are open to considering different options for how to structure this position. If you think you're close to perfect, but not quite there, go ahead and apply.

Compensation and Benefits

This 30- to 40-hour per week position includes paid holidays, two weeks of paid vacation annually to start, one week of paid sick leave annually, health insurance, and a SIMPLE IRA contribution and has access to a flexible spending account.

Compensation will be competitive for the Kitsap County nonprofit field. We are not stating a specific number because the compensation will depend on whether the person we hire is 30 hours per week or 40 and whether that person has everything we desire or whether we need to outsource some of the work.

Start Date

We hope for our new hire to start on or around June 1. We are open to a phased start, meaning the new hire could start on a part-time basis and shift to full time on or around July 1. During your first week or so weeks, you overlap with our current communications director with a gradually increasing role to ensure a smooth transition.

Work Hours

This position is kid-friendly – it can accommodate remote work for a substantial portion of its hours and erratic work hours. The position infrequently involves non-traditional work hours including evenings and weekends for the purpose of participating in fundraising or training events and other activities as identified by the CEO.

Duties and Responsibilities

Generally put, the CO's job is to act as the primary architect of KCF's public-facing activities. This includes implementing the annual communications plan, managing and producing all printed and digital materials and communications, being the lead manager of certain events, and assisting the CEO with various aspects of KCF's development program, as determined by the CEO.

Following are specific duties of the CO. Other duties may be assigned by the CEO as needed. These are listed generally in order of priority.

1. Work closely with KCF staff to continually refine and manage the KCF brand and core messaging and ensure that this brand and messaging is consistently applied throughout KCF's print and digital materials, both internally and externally.
2. Primary responsibility for all aspects of KCF's printed materials, including the following: print newsletters, annual report, case statement, promotional folder materials, various brochures and

other outreach collateral, and annual direct mail fundraising appeal (if any) including content generation, design and lay-out, printing, , and mailing. You will also update, generate, and manage outsourced printing of materials for KCF programs including the Kitsap Great Give, the Celebration of Philanthropy, estate planning seminars, Women's Giving Circle, Kitsap Strong, and KCNE.

3. Primary responsibility for all of KCF's online materials and digital communications, including the following: updating and maintaining the websites for KCF, Kitsap Strong, Kitsap Great Give, and KCNE; actively using and managing Facebook page and Twitter account (and any other social media tools deemed worthwhile) for KCF, KCNE, Kitsap Great Give, and Kitsap Strong; preparing and sending KCF's electronic newsletters and other email communications; and overseeing KCF's electronic newsletter email database, web and social media accounts for KCNE and Kitsap Strong. This will also include maintaining appropriate digital records, account updates and renewals, liaising with IT support to update DNS records and other changes to email and passwords for all digital accounts. It will include monitoring and mediating 4 FB Groups and posting to our Nonprofit Listserv.
4. Have primary responsibility for and lead the teams that produce the following events or programs: the Kitsap Celebration of Philanthropy; the Kitsap Great Give; and the Kitsap Center for Nonprofit Excellence. Much of the work involved in producing these events is included in items 2 and 3 above. In addition, this work includes the following specific tasks:
 - A. Create and deliver all video content for KCF and Kitsap Great Give including web, public presentation, and broadcast.
 - B. Create content, organize, produce, and perform annual 1.5 hour live TV spot for Kitsap Great Give. (You will be trained in how to create a production schedule and prepare for on-air performance.)
 - C. Manage programming and advertising for KCNE.
 - D. Create, coordinate, and deliver all public nonprofit trainings for Kitsap Great Give.
5. Primary responsibility for managing media relations, including preparing and disseminating press releases and being the first point of contact for the press.
6. Primary responsibility for designing and printing KCF's Cornerstone Society materials and other materials needed by the CEO for major donor solicitations and donor relationship management. To be clear, the CO is not responsible for KCF's donor solicitation and stewardship and will not be expected to solicit donations directly from donors. However, much of the CO's work is donor-facing and therefore is part of KCF's donor solicitation and stewardship work and must be coordinated with the CEO.
7. Help to manage KCF's donor appreciation program, including preparing and sending thank you letters, acknowledgement letters, and other appreciation gifts.
8. Assist the CEO with the design, evaluation, and refinement of KCF's development program as requested.
9. Maintain a working knowledge of significant developments and trends in the communications and design field, especially in relation to nonprofits. This may be accomplished through formal

off-site training (paid for by KCF) and self-education.

Competencies, Knowledge, and Attributes

Required

If you don't have this stuff now, please don't apply.

- **Deep knowledge** of and experience with the Adobe Creative Suite as it applies to print and digital design, Microsoft Suite – including Excel, Word, PowerPoint and integration of Outlook. We are specifically looking for Illustrator, InDesign, Acrobat, and Photoshop.
- Ability to generate creative designs that meet high standards.
- Superb writing ability.
- Strong familiarity with email marketing programs such as iContact, and MailChimp and the ability to design directly in those programs.
- Familiarity with CANSpam Act and how to appropriately manage mailings in accordance with it.
- Knowledge of and experience with the development of communications, marketing, and public relations strategies, including for social media.
- Strong project management skills.

Highly Desired

If you don't already have this stuff to the level we want, you'll need to be able to learn these skills or develop this knowledge quickly. Or you'll need to convince us that you are so amazing at everything else, we should outsource this stuff.

- Intermediate knowledge of video production using Adobe Creative Suite programs such as After Effects, Premiere Pro, Prelude, Audition, and Media Encoder) and distribution both for private media display and for FCC regs.
- Understanding of copyright standards for print, video, and sound.
- Solid public speaking ability.
- Deep knowledge of social media management, including planning, policy, analytics, and crisis management.
- Ability to create and manage websites using Wix and Squarespace, including content creation, problem-solving, liaising with IT, and basic coding as it pertains to interactive web applications and electronic communications.
- Strong event management experience.

Desired

- A passion for philanthropy and the nonprofit sector.
- Self-motivated with the ability to work independently and solve problems.
- Strong organization skills.
- Ability to work well in a team-based work environment.
- Ability to work well with people of diverse backgrounds.
- Ability to perform well under pressure in a high-visibility environment

Education and Experience

It seems unlikely that anyone without at least five years of experience relevant fields would be a good fit for this position. However, we are not requiring any particular education or experience for this position. If you have the competencies, knowledge, and attributes we are looking for, please apply and show us what you've got.

How to Apply

Complete our online application form here: <https://www.kitsapfoundation.org/employment-opportunities> (found under the “About” tab on the homepage). We want you to provide a cover letter, resume (max 2MB), and references. Provide us with a link to your digital portfolio. While we prefer digital, if you do not have a digital portfolio, please send your hardcopy to P.O. Box 3670, Silverdale, WA 98383.

Questions? You can reach Kol Medina, KCF President & CEO, at kol@kitsapfoundation.org or 360-204-5289. Kol will maintain the confidentiality of any inquiries.

We will consider applicants on a rolling basis until we've found the right person. During the week of April 22, we expect to start making decisions on who to interview. The sooner you send us your materials, the sooner we'll review them.