



Marketing & Communications Assistant (Part Time)

The Community Foundation of Dunn County – Menomonie, WI

This position assists the Executive Director with the development and management of all aspects of marketing and communications for The Community Foundation including building upon relationships with donors, nonprofit organizations, professional advisors and the broader community throughout the county. Along with the Executive Director and Marketing Interns, the Marketing & Communications assistant works to manage The Community Foundation's brand and marketing strategy, creating online and print marketing and communications materials including social media and the web, conducting media outreach and assisting with event planning and management to ensure that the Foundation's story is told effectively and consistently.

The Marketing and Communications Assistant must be a highly organized self-starter with strong copywriting, editing and communications skills and a background in creating marketing and communications materials. Graphic design skills and experience managing websites, social media and digital assets such as photography and video are welcomed. The Marketing and Communications Assistant must be detail oriented and able to balance multiple tasks. This individual must be able to work collaboratively and independently in a fast-paced, passionate environment.

Responsibilities:

- Assist with developing and managing the Foundation's electronic communications strategy including website, email marketing and communications, social media, photography and video with a focus on communicating knowledge, engaging the Foundation's various constituencies and reinforcing brand identity. Support the development and implementation of appropriate mechanisms for measuring effectiveness of communications activities.
- Manage design and production of various publications and marketing collateral including annual report, e-newsletters, donor materials, brochures, special Foundation initiative/ community/issue reports and fact sheets; task may include

research, writing, editing and working with interns or writers, designers, printers to develop and implement key activities.

- Oversee electronic database of key donors and prospective donors and stakeholders to ensure accurate and strategic distribution of all communications materials, both electronic and print.
- Provide communications support and ensure brand consistency for Foundation events; activities including but not limited to, invitations, publicity, photography and video, collateral materials and audiovisual presentations. Develop strategy to promote and market donor events and other donor or community engagements.
- Manage and maintain Foundation's photo library.

Qualifications:

Associates degree or equivalent in communications, marketing, public relations, journalism, English or related field preferred. However, on the job experiences will count. Minimum of one year marketing and communications experience.

Experience:

This is an entry level position. Evidence of experience with print publication development and production, development of electronic media communications and website management, as well as media relations and social media should be shared in your cover letter. Must be able to write and edit copy for online and print publications, knowledge of AP style. The ability to work independently and to multi-task plus the ability to work well with others in a fast-paced, passionate, structured and highly-collaborative, diverse environment is a must. Nonprofit experience a plus.

Skills:

MS Office Suite; strong interpersonal, written and verbal communication skills essential. Graphic design skills a plus but not required.

Ideally looking for 16-32 hours per week, but can be flexible. Pay is commensurate with experience.

Job Type: Part-time