

Job Description
Community Foundation for Nantucket

Communications, Marketing, and Outreach officer

Major Function: To provide support for the Community Foundation's Communications, Marketing, and Outreach Programs.

Responsibilities:

- Provide support services for all fundraising initiatives, including but not limited to developing print materials, organizing fundraising activities, and assisting with the execution of the foundation's short-term and long-term development plan
- Prepare mailings, newsletters, Annual Report, appeals, ads, social media
- Oversee the management of the Foundation's information system, Foundant.
- Ensure donor and prospect information in Foundant is current, prepare and proof mailing lists, run reports as requested
- Prepare donor correspondence, including thank you letters for donations and pledge reminders
- Schedule and prepare updates for major donors – annual donor stewardship mailings
- Curate relevant online and print content to reach audiences that will most likely be interested in CFN
- Assist appearance/design of platforms (CFN homepage and sliders, FB and IG Profile images) in coordination with graphic designer
- Act as staff liaison to the following committees: Development and Community Engagement. This includes sending out meeting reminders, agendas, and maintaining minutes
- Work with the executive director on the budget and forecast for fundraising, advertising, and marketing expenses

Knowledge, skills, abilities:

- Genuine enthusiasm for the mission of the Community Foundation and commitment to its goals
- Excellent organizational skills
- Excellent written and oral communication skills
- Self-motivated with the ability to work independently and with a team
- Ability to work in a positive relationship with volunteer boards and committees
- Ability to plan work and maximize resources
- Ability to effectively interact and communicate with all types of people with tact and diplomacy
- Strong working knowledge of office automation and software, including Microsoft Office, PowerPoint, Outlook, Word, Excel, Google, and online services
- Experience with database management and special events are a plus
- Ability to maintain confidentiality and exercise utmost discretion in all transactions
- Looking for a motivated and enthusiastic individual willing to learn.

Please submit a resume and letter of interest to sdaily@cfnan.org