

COMMUNICATIONS MANAGER

The Community Foundation for Southeast Michigan has an exciting opportunity for a Communications Manager. The successful candidate will be responsible for developing and implementing effective communications to increase awareness of the Community Foundation, to advance the impact of its grants and initiatives, and to support the development of new gifts and donors. This position supports the Community Foundation's goals, strategies and brand by helping to convey these to the relevant internal and external audiences. Working with the Foundation's management, staff, volunteer committees, donors and grantee organizations, the manager builds a positive image of the Foundation through a comprehensive communications program including publications, thought leadership, public relations and special events.

RESPONSIBILITIES INCLUDE

- Support the development of a comprehensive communications strategy, with annual goals and work plans that align with the overall Marketing & Communications objectives and help the Foundation achieve its goals.
- Research, write, edit and produce the Foundation's newsletters, annual report, brochures, press releases, special reports and other materials promoting the services and impact of the Foundation.
- Develop effective policies/practices to facilitate internal and external communications.
- Provide executive communications support for the Foundation's leadership team.
- Partner with the Foundation's leadership and staff on special project and initiative support.
- Contribute content to website.
- Implement consistent branding and internal/external messaging.

QUALIFICATIONS

- Superior writing and editing skills with experience in different topics, formats, and audiences
- Bachelor's degree in journalism, communications, English or related major field
- Minimum of 7+ years progressive experience in communications or related function
- Self-starter with the ability to manage ambiguity and demonstrated success in a fast-paced environment
- Strong collaboration capabilities

BENEFITS

Along with a competitive salary, benefits include medical, dental, vision, life, and short and long-term disability insurances, paid vacation and personal days, along with holidays, paid parking, a 403(b) savings plan and a Foundation provided pension program. Our offices overlook the Detroit riverfront, providing a short walk to Campus Martius, restaurants and parks.

TO APPLY

Send your cover letter, resume and salary requirements to Nancy Davies, human resources officer at: careeropportunities@cfsem.org.