



Communications Associate

JOB DESCRIPTION & POSTING

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OVERVIEW OF IECF

The Inland Empire Community Foundation (IECF) is the Inland Empire's largest and only nationally-certified community foundation, serving a growing, diverse, and vast region of communities and thousands of donors. IECF has served the region for 80 years- and holds \$120 million in donor and agency funds directed to causes that benefit the region. Over the last three years, IECF has emerged as a leading anchor organization, driving funding and strategy for a more resilient and collaborative region. From leading California's investments for Census 2020, to adopting a lens of equity for its work, IECF is on a mission to build the most effective community foundation possible to benefit the Inland Empire.

JOB SUMMARY

The Communications Associate supports a variety of functions of the overall Marketing Department, including website management, digital content management, administrative support, and more. The Communications Associate will also manage specific projects, where appropriate, and will work with other staff, external partners and consultants on Foundation communications. The Communications Associate will be a vital team member in helping increase the awareness of Inland Empire Community Foundation as leader in philanthropy.

KEY RESPONSIBILITIES

- Assist with the development, execution, and maintenance of a comprehensive media relations, marketing and communications plan.
- Update and maintain the Foundation's website and generate relevant content including capturing and developing success stories from donors and grantees
- Develop content, manage and maintain all of the Foundation's social media profiles
- Interview; create and edit stories, blog posts, web copy, social media, press releases, e-newsletters, scripts, talking points, and presentation materials.
- Create and maintain story, photo, video and press release library
- Coordinate email communications to the Foundation's various contact lists, including maintaining lists, formatting eblasts, and running reports

- Assist with public relations activities including press events, press releases, and special event set-up
- Assist with the coordination and production of Foundation marketing materials supporting the Charitable Giving and Programs Departments, including: donor communications collateral; outreach event collateral; and IECF publications
- Manage flow of marketing requests by IECF staff
- Plan, implement and maintain Community Spotlight Columns in *The Press Enterprise & Desert Sun*
- Participate in Marketing Committee meetings and any planning sessions or strategic planning sessions for creation of content
- Produce videos and assist with photography; coordinate with vendors as needed
- Other duties as assigned

QUALIFICATIONS & EDUCATION

- Passion for the Inland Empire
- Outstanding writing and editing skills, adaptable to multiple audiences and outlets
- Graphic design skills, InDesign and Canva strongly preferred
- Experience with WordPress strongly preferred
- Demonstrated knowledge of Adobe Creative Suite
- Experience managing web content, social media channels, MailChimp, and emerging digital tools
- Must be self-motivated and detail-oriented, with good organizational skills and the ability to prioritize, multi-task, and meet deadlines.
- Bachelor's Degree preferably in marketing, communications, public relations, journalism, digital marketing, and/or social marketing studies, or equivalent combination of education, training, and experience
- Minimum of two (2) years' experience working with donors, volunteers or in nonprofits is preferred
- Minimum of two (2) years' experience in marketing, communications or public relations with demonstrated success

COMPENSATION

Compensation will be commensurate with skill level and experience with an annual performance and salary review; anticipated hiring salary range for this position is \$40,000 - \$50,000, based on proven experience in meeting the qualifications in the job description.

EEO STATEMENT

Inland Empire Community Foundation is an equal opportunity employer and makes employment decisions on the basis of merit. The company will not discriminate on the basis of race, religion (including religious dress and grooming practices), color, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, national origin (including language use restrictions), ancestry, citizenship status, uniformed service member or veteran status, marital status, age, medical condition (genetic

characteristics, cancer related), physical or mental disability (including HIV and AIDS), gender, gender identity, or gender expression. It also includes a perception that anyone may have any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

HOW TO APPLY

Please send a cover letter outlining your fit and passion for the job of Communications Associate along with a resume to Charee Gillins cgillins@iegives.org. The position will remain open until a successful candidate is found and hired. Please check our website to determine if the posting is still open at www.iegives.org/about/iecf-overview/#job-opportunities. For questions, contact Charee Gillins, Marketing and Communications Director, cgillins@iegives.org.

To learn more about the Inland Empire Community Foundation, please go to www.iegives.org.