Content Manager

JOB POSTING

POSTED: November 20, 2026

ABOUT THE INLAND EMPIRE COMMUNITY FOUNDATION

Established in 1941, IECF stands as the oldest community foundation in the Inland Empire, dedicated to serving Riverside and San Bernardino Counties. With a mission rooted in fostering racial, gender, and economic equity, the foundation has become a transformative force in our communities. Stewarding more than $168 million in assets, IECF collaborates with donors of all sizes to channel more than $21 million in gifts and distribute over $25 million in grants and scholarships. The Foundation places a strong emphasis on using data to unveil disparities, driving its grantmaking, programs, and partnerships. By empowering and investing in the most affected communities and cultivating a culture of philanthropy, IECF envisions a future marked by positive, transformative, and community-led change. As IECF expands its impact, and executes its 85th Anniversary Campaign, we are seeking a Content Manager–in training, who will play a vital role in strengthening our storytelling on this journey.

JOB SUMMARY

The Content Manager supports a variety of functions of the overall Marketing Department, including developing a consistent brand identity for the Foundation and establishing its online presence. This job involves overseeing marketing strategies to engage donors and ensure that they have a positive view of the Foundation and its donor products or services. They use information, such as metrics and statistics about the target customers' demographics and preferences to create multimedia content that raises brand awareness. The Content Manager will be a vital team member in helping increase the awareness of IECF as leader in philanthropy.

Special note: This position will report to the current Content Manager, who will oversee onboarding and training to ensure a smooth transition before retiring in late 2027.

KEY RESPONSIBILITIES

- Supports the Director of Marketing and Communications to ensure the Foundation’s story is told effectively and consistently across all communications strategies and channels.
- Manage monthly e-newsletters, including creation, distribution, and audience building\activation.

- Plan, develop, write and execute all aspects of email campaigns that will inform and motivate email subscribers.
- Assist all departments in understanding, developing, and maintaining list segmentation strategies.
- Produce written content for marketing material, web and digital communications including news, email, social media platforms and other communication channels.
- As in-house graphic designer, create graphics for print and digital; serve as liaison to contracted graphic designers for special projects.
- Develops and maintains a comprehensive content calendar (to include an online content marketing plan) that outlines goals, key messages, distribution channels and metrics.
- Creates and maintains content hub for which includes, but is not limited to website, blog info graphics, programmatic offerings, marketing materials for product lines and services offerings and other audience specific messaging.
- Dissemination of online/digital content, advertising, email and mail communication, and employee communication.
- Collaborates with internal teams to support the execution of marketing and communications campaigns with targeted content for vehicles including direct mail, email, events, press releases, social media, fundholder portal.
- Maintains a process ensuring all content has consistency of voice and tone, is on brand, and consistent in style and messaging.
- Manage updates to the Foundation website, in coordination with staff requesting changes or additions.
- Plan, implement and maintain Foundation Spotlight for the weekly column in *SCNG and the Desert Sun*.
- Assists with photography and videos.
- Create, organize, and maintain digital libraries of stories, photos, videos, press releases, and other communications assets. Prepare newsletter printouts.
- Support email communications, including maintaining distribution lists, formatting e-blasts, scheduling communications, and generating analytics reports.
- Support public relations activities, including press conferences, media events, press releases, and event logistics.
- Assist in the coordination, production, and distribution of marketing materials supporting IECF's Programs and Charitable Giving departments, including donor communications, outreach materials, reports, and publications.

BLOGS & SOCIAL MEDIA PLANNING & SUPPORT

- Create engaging social media content for the Foundation’s account on major platforms such as Instagram, Facebook, and LinkedIn.
- Ensure social media posts and blogs are current using IECF-branded templates and guidelines.
- Create Grantee Spotlight blogs from weekly spotlight stories in Press Enterprise and Desert Sun (2 per week).
- Create Grantee Spotlight socials from weekly spotlight stories in Press Enterprise and Desert Sun (2 per week).
- Upload Embolden Content monthly to blog (6-8 articles monthly).
- Manage and schedule Embolden LinkedIn Posts (1 per week).

- Monitor KVCR website for new uploads and share Black Perspectives IE and IE Latino Voices on socials (1 each per week).
- Maintain Social Media Content Calendar (scheduled 2 weeks in advance).

SIGNATURE FUNDS

- Support social media planning to promote awareness and engagement of Signature Funds (1-5 times monthly).
- Monitor and compile a monthly media coverage report.

REPORTING

- Reports on digital marketing social media monitoring and provides continual analysis of content marketing goals, tracks social media metrics, and adjusts the content strategy as best practices emerge.
- Build a process document and generate reports as well as monitor media coverage through Meltwater. (every 2 months).

Other duties as assigned.

QUALIFICATIONS

Education & Experience

- Bachelor's degree in Marketing, Public Relations, Journalism, Communications, or English required
- Minimum of two (2) years' experience working with donors, volunteers or in nonprofits is preferred
- Minimum of five (5) years' experience in marketing, communications or public relations with demonstrated success

Knowledge, Skills & Abilities

- Passion for the Inland Empire
- Strong writing skills adaptable to multiple audiences and outlets
- Proficiency in Adobe Creative Suite
- Experience managing web content, social media channels, WordPress, MailChimp, Canva and Meltwater
- Strong interpersonal and computer skills
- Proven self-starter who works well in a team environment; creative and problem-solving
- Strong project management skills; uses time efficiently; tracks schedules; and meets deadlines

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 $65,000-$70,000 based on proven experience meeting the qualifications in this job announcement.

EEO STATEMENT

Inland Empire Community Foundation is an equal opportunity employer and makes employment decisions based on 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

To apply for Content Manager, please submit a cover letter describing your qualifications, relevant experience, and passion for the role, along with your resume, to Maite Gracian at mgracian@iegives.org. The position will remain open until filled. Applicants are encouraged to visit iegives.org/about/iecf-overview/#job-opportunities to confirm that the position is still accepting applications.

For questions regarding the position, please contact Laurie Aldern, Content Manager, at laldern@iegives.org.

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