



DIRECTOR OF COMMUNICATIONS AND OUTREACH

The Community Foundation for Mississippi seeks an experienced senior staff person to be responsible for all communications efforts of the Foundation. The objective for this position is to design and seamlessly deliver messaging all internal and external publics of the Foundation. This person works closely with the leadership of the Foundation to develop its vision and strategies through all aspects of a comprehensive and strategic communications program. This position is also responsible for outreach and new prospect development, to include an annual support campaign to grow public support for CFM. Position answers to the President and CEO and VP of Growth and Development.

DUTIES AND RESPONSIBILITIES

Under the direction of and in coordination with the President and CEO and the Vice President of Growth and Development:

- Helps design and implement annual fundraising campaign for the Foundation;
- Helps design and implement continuing education events for donors and professional advisors, including attorneys, accountants, financial advisors and other agents of wealth;
- Coordinates logistics for events administered by the Foundation;
- Coordinates communications activities to increase donor engagement with the Foundation;
- Serves as staff liaison with the Fund Development Committee and helps recruit and supervise interns in marketing/communications;
- Serves as point of contact for creative agency and printers/other vendors;
- Designs, produces or otherwise coordinates content of newsletter, e-newsletter, website, podcasts, blog and social media to present a seamless message to the public. Coordinates content of Annual Report to donors and the community;
- Works with grants specialist to identify stories and coordinates storytelling efforts as required;
- Coordinate a library of stock images and videos for CFM to be used for donor engagement, prospect management, board education, etc. Video skills, blogging, podcast and photography experience is a plus.
- As part of a professional, dedicated staff, be willing to perform other duties as needed to further the mission, needs and policies of the Foundation.



REQUIREMENTS

In addition to (at minimum) a four-year degree from a college or university, the successful candidate will:

- Be a person of integrity and vision with at least four years of related experience. This might include roles in business, volunteering or nonprofit organizations;
- Enjoy working in a team environment where independent thought and innovative expression is welcomed, but balanced with the ability to take direction;
- Be an organized self-starter and possess the curiosity of a life-long learner;
- Be an intuitively strategic thinker and planner;
- Be able to articulate a professional opinion after thoughtful evaluation;
- Possess excellent communication skills, including the ability to listen;
- Have strong storytelling skills and excellent writing/editing ability;
- Have a passion for philanthropy and an understanding of the value of place-based giving;
- Be willing to live and work in the greater Jackson, Mississippi metropolitan area.

Compensation commensurate with experience, with benefits including health insurance, life insurance, 401k and two weeks paid vacation.

ABOUT THE COMMUNITY FOUNDATION FOR MISSISSIPPI

Based in Mississippi's capital city, the Community Foundation for Mississippi (CFM) imagines a Mississippi where donors, nonprofits and communities are connected to the resources they need to create meaningful change. The Foundation is governed by a 19-member Board of Trustees, comprised of business and community leaders. The Foundation's assets of approximately \$80 million are managed by external professional investment advisors. Since 1994, the Foundation has been a leader in central Mississippi philanthropy, connecting donors, nonprofit organizations, corporate giving and community leaders to serve the needs of our community. We are a nonprofit community corporation that helps charitable donors establish permanent giving funds that reflect their interests, while also making a long-term, positive impact on our community. We serve our nonprofit community by managing and growing their endowments and offering best practice management advice.