



Title: Communications & Programs Officer
Reports to: Director of Communications & Programs
Status: Regular, Full-Time

Position Description Summary: This is an exciting opportunity to play a key role in South Alabama's regional philanthropy landscape as Communications & Programs Officer for the Community Foundation of South Alabama. The Communications & Programs Officer is responsible for all necessary program and communications support for the Community Foundation of South Alabama (CFSA). This includes collecting and analyzing data, developing and publicizing messaging, updating marketing and communications materials, and responding to internal and external requests related to current initiatives, grantmaking and programmatic priorities. Additionally, this role will support the Director of Communications & Programs in the day-to-day operations.

Major Responsibilities:

- Assist with executing comprehensive and proactive communications, marketing, and branding strategy of the programs and communications strategic plan that guides CFSA
- Works in conjunction with other departments, consultants, task force(s), and/or committees providing programmatic and communications content and direction as needed
- Support the administration of all competitive and non-competitive grant and scholarship cycles in the CFSA Online Portal
- Conduct research, data analysis and track impact of various projects, programs and community initiatives
- Assist with design and management of communication, social media and marketing campaigns that promote programs and priority community initiatives
- Support staff in management of coalition and/or council of representatives, multi-sector stakeholders to enable active participation in activities in CFSA priority area(s)
- Provide necessary support for CFSA major events – Women's Forum, Annual Luncheon, PHILTalks, CFSA Open Houses, and community forums
- Participate in strategic planning
- Assist with board relations: attend and participate in board and committee meetings, as appropriate

Knowledge, Skills, and Abilities:

- Excellent written and oral communication skills
- Demonstrated skill and experience in organizing, managing, and completing projects with high attention to detail and excellent follow-through
- Experience working in diverse settings and exercising discretion with confidential or sensitive information
- Strong understanding and interest in community development – family, education, and economic or workforce development
- Ability to facilitate group process, such as committees and community coalitions
- Experience with needs assessments, improvement planning and impact analysis
- Experience working in underserved communities and understanding how to apply an equity framework
- Ability to extract data and produce reports for supervisor and external stakeholders
- Self-directed with ability to assess and develop solutions for key challenges presented while carrying out responsibilities
- Ability to work effectively on a team and perform duties independently as required
- Strong computer skills, including proficiency with MS Office, Adobe InDesign, Google Suite, Adobe Acrobat, and other software
- B.A. or equivalent with, ideally, some nonprofit, communications, marketing, or philanthropic social enterprise experience, or transferrable experience from another employment sector

Disclaimer: This description should not be construed to contain every function or responsibility that may be required to be performed by an incumbent in this job classification. This job description is intended to be general and will evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.