



The Community Foundation is a nonprofit organization committed to improving the quality of life in Central Wisconsin. We work with our donors to support a variety of philanthropic efforts in our community, including scholarships and grants that support Arts and Culture, Education, Wellness the Environment and Helping People.

The Community Foundation of Central Wisconsin, Inc. (CFCWI) is seeking a community-minded individual for the position of Communications Professional. This position is responsible for developing strategic communications to support donor relations and enhance the Community Foundation role within the larger community.

Communications Professional

ESSENTIAL DUTIES AND RESPONSIBILITIES

Identify opportunities in both Portage and Waushara Counties and work with Executive Director to establish positive working relationships and prospective donor contacts in Portage and Waushara Counties.

Develop and implement communication strategies that support the mission of CFCWI and generate high visibility and appeal to the public, including donors, professional advisors and prospective donors.

Develop and implement CFCWI Marketing Plan.

Manage CFCWI Brand, develop brand guidelines and ensure compliance by staff, vendors or other agencies.

Plan and manage CFCWI website and social media accounts.

Establish effective working relationships with media and identify opportunities for media coverage, research and write press releases, pitch feature stories to local media.

Facilitate development, production and promotion of Foundation communications including Annual Report, electronic newsletters and brochures. Write and edit content for these vehicles, manage production and mailing.

Coordinate and manage CFCWI events including Annual Event and periodic Fund Rep and Advisor events.

Work with Foundation staff to develop communication timelines, write remarks for events, and create special invitations and/or letters, printed programs, and presentations, on request.

Represent the Community Foundation in the community.

Serve as Liaison and Foundation Staff lead with Women's Fund of Portage County (see attached Job Description)

Other duties as assigned.

Women's Fund Coordinator

Provide professional support of the volunteer activities of the Women's Fund of Portage County. This person will provide the link between the Community Foundation of Central Wisconsin and the activities and events of the Women's Fund. The Coordinator will provide continuity and consistent communication for Women's Fund volunteers, donors and advisors.

Coordinate Women's Fund of Portage County Communications

Manage Women's Fund Database and Mailing list

Support fundraising activities of the Women's Fund

Work with Women's Fund Treasurer to monitor budget and expenses

Serve as liaison for Women's Fund committee chairs, Board President and Advisors

Liaison with Community Foundation staff; coordinate Foundation staff support

Other duties as assigned

The Communications Professional position is 24 hours per week and the Women's Fund Coordinator position is 10 hours per week, for a total of 34 hours per week.

The position reports to the Executive Director of the Community Foundation of Central Wisconsin.

Personal and Professional Qualifications

- Bachelor's degree required
 - Related work experience in Marketing and Communications required
 - Experience in Event planning
 - Graphic Design experience preferred
 - Exceptional oral and written communication skills
 - Strong work ethic
- Familiarity with and commitment to the Central Wisconsin area, especially Portage and Waushara counties

Key Qualifications:

- Good judgment/ability to maintain confidentiality
- Highly organized and able to manage multiple projects simultaneously
- Ability to adapt/learn new computer software
- Strong Computer Skills - Microsoft Office Suite especially Excel, Word, PowerPoint and Outlook
- Strong commitment to teamwork
- Flexible
- Ability to work independently and with a team

Additional Information:

- Hours: 24 hours per week plus 10 hours per week as Coordinator of the Women's Fund of Portage County.
- Hours are Monday–Thursday and Friday mornings as needed. Hours for this position are flexible during Foundation office hours Monday-Thursday 830am-4pm and Fridays 9am-12pm. Friday afternoons off.
- Plan and Coordinate 3-6 after-hours functions throughout the year
- Pre-employment background check required
- Work environment includes great co-workers , collaborative working environment, flexible schedule
- Personality fit is critical. Must be a strong team player with good humor, fit with current team is important; very strong team environment
- High level of personalized customer service; relationships with our donors is a very important aspect of our work