



POSITION DESCRIPTION

Position:	Marketing & Communication Associate
Reports To:	CKCF Executive Director
About Us:	Click Here
Status:	Contract Labor
Purpose:	Assists with and communications efforts by creating, managing and distributing content for Central Kansas Community Foundation (CKCF) and its regional affiliates.

Specific Responsibilities:

- Marketing Material Design:
 - Maintain and enhance our regional service area branding through all multi-media
 - Develop the creative for CKCF and Affiliates as requested within parameters set forth with affiliate service arrangement (i.e. brochure, thank you notes)
 - Support Social Media Creative Design for CKCF and Affiliate posts
 - Coordinate layout and content of the monthly regional newsletter and its distribution utilizing input from staff and affiliate leaders

- Content Distribution:
 - Assist with planning, creation and support for posting of social media content (cross posting in forums including but not limited to Newsletter, Website, Facebook, Instagram, Linked In)
 - Maintain a consistent, growing social media presence for CKCF and 19 affiliates; develop and provide regular insights and promotional strategies for each page
 - Perform routine maintenance and content updates for 19 affiliate website pages; develop and provide regular analytics dashboard for each site
 - Assist with planning and creation of the CKCF annual report

- Content Management:
 - Track annual marketing and communication projects for a minimum of monthly review with the Executive Director
 - Maintain detailed content library of grant impact stories and photos

- Maintain digital and print media archive for CKCF and 19 affiliates Content Creation:
 - Write and edit grant impact stories for a variety of platforms, including social media, website, print newsletter and annual reports
 - Write and distribute press releases promoting open grant cycles and recipients
- Other:
 - Assist with special promotion of events and other news of CKCF and Affiliates
 - Assist with creation of survey and registration platforms for data gathering and event activities as necessary
 - Administrator on all Facebook pages for CKCF and our Affiliates
 - Provide input on Multi-Media Policy revisions and its administration
 - Additional contract work from affiliates is likely for tasks outside of what CKCF offers within their affiliate service relationship

Required Skills & Experience:

- Bachelor’s degree in marketing or communications field preferred
- Strong writing skills for both print and digital platforms
- Firm grasp of social media platforms and best practices
- Experience updating websites and graphic design
- Proficiency and access to Adobe InDesign, Illustrator, Photoshop and Microsoft Office
- Self-motivated, excellent organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines in a fast-paced setting
- Collaborative, creative thinker who can follow processes and adapt to change as needed
- Ability to manage several projects simultaneously and work both under supervision and independently
- Enthusiasm for the mission of the Central Kansas Community Foundation and its donors, nonprofits and affiliates

Preferred Skills & Experience:

- Related experience in marketing or communications is a plus
- Basic video-editing skills
- Knowledge and understanding of Google Analytics and Facebook Insights
- Experience with Constant Contact or another newsletter platform
- Website platform experience, WordPress preference

Compensation:

Contractual arrangement will be negotiated based on experience and skills.

To Apply:

Interested applicants should submit a cover letter, resume, 2-3 writing and design samples, and 3 references via email to: angie@centralkansascf.org. Application deadline January 28, 2021. Anticipate contract to begin sometime in February.