



Job Title: Coordinator of Communications & Donor Services

Job Type: Full-Time; Non-Exempt

Reports To: Director of Communications & Donor Services

Purpose:

Waco Foundation is a charitable organization that provides grants and other charitable services in McLennan County, Texas. The Coordinator of Communications & Donor Services provides support to the Director of Communications & Donor Services, who manages the Foundation’s communications and services to donors, and serves as part of the professional team that implements the Foundation’s services, programs, initiatives and special events.

Nature of Work:

Work at Waco Foundation is highly-suited for the individual who has a positive attitude and a passion for improving the world, particularly the local community, and who seeks opportunities to engage in hard work, problem-solving and personal growth as a part of a close, professional team. All positions at the Foundation offer opportunity for advancement and growth as a result of the sustained, dedicated work of employees.

A Successful Candidate Will Have:

- Required: Bachelor’s degree - Public Relations, Communications, Marketing or Business Administration is preferred;
- 3-5 years of relevant experience in a professional environment;
- Excellent communications skills, both verbal and written;
- Meticulous attention to detail and ability to complete tasks;
- Exceptional organizational skills and the ability to multitask when necessary;
- Professionalism, discretion, diplomacy and flexibility;
- A preference for working very hard in a learning-oriented, entrepreneurial-style small office as a part of a smart, diverse team;
- Ability to relate well to a wide variety of people who comprise Foundation constituencies;

- Ability to listen purposefully and find connections between themes and strategies;
- Ability and willingness to assist donors with all Foundation matters quickly and efficiently;
- The foresight to think ahead and plan for both the expected and the unexpected;
- Extensive experience and proficiency in Adobe and Microsoft Office applications;
- Demonstrated interest and commitment to Waco Foundation's mission and strategies;
- Familiarity with investment management;
- Some knowledge of McLennan County and the nonprofit and government sectors;
- Experience with foundations, particularly community foundations, is a plus but not mandatory.

Work Hours:

Business hours; 8:30 a.m. to 5:00 p.m. - Monday through Friday (37.50 hours per week).

Pay Rate:

Commensurate with education and experience. This position is nonexempt and is compensated hourly based on hours worked. The Foundation pays full health coverage for full-time employees. Employees are eligible for the Foundation's retirement program following the completion of one year of service and 1,000 hours worked.

Job Structure:

The Communications and Donor Services Department manages the overall marketing and outreach, communications and events for Waco Foundation. The Coordinator works under the direction of the Director to support the marketing schedule for the Foundation and to help produce much of the copy, content and material for Waco Foundation's publications and online presence.

Specific responsibilities of the Coordinator of Communications & Donor Services include, but are not limited to, the following:

Communications and Donor Services: (45%)

- Ongoing market research to understand and manage the Foundation's brand and image
- Assist with marketing planning as needed
- Social media management and planning, through content creation, drafting and scheduling posts and measuring analytics of each platform

- Maintain information about donors in the donor software and assist with routine updates to ensure information for the Executive Director's contacts remains accurate
- Provide support throughout revision process of the Foundation's website update
- Manage vendor contracts related to the Foundation's marketing operations
- Coordinate Foundation special events for donors
- Support regular marketing activities for the MAC Scholarship program, including fundraising
- Manage production of promotional videos for the Foundation
- Coordinate logistics for the monthly Giving Connection show:
 - Schedule and communicate with guests and the City of Waco
 - Develop run-of-show and on-screen graphics
 - Attend filming
- Coordinate the Waco Foundation Advisory Council and related logistics:
 - Communication to council members
 - Planning and logistics for meetings
 - Meeting agenda
 - Foundation education for each meeting
 - Guest speakers or site visits
 - Details related to meal or other outside vendors
 - Creation of content, presentations or printed pieces for meetings, as needed
 - Facilitate meetings

Marketing/Graphic Design: (35%)

Under the Supervision of the Director of Communications & Donor Services, support the external communications and marketing efforts of the Foundation:

- Create design suites for advertising and marketing campaigns, including billboards, print advertisements, annual reports, workshops and events
- Manage content of the Foundation's online and print publications, as directed:
 - Create and design layouts and content
 - Update text and/or graphics on the Foundation's website as necessary
 - Write copy and/or design suites of materials for key events and initiatives
 - Produce and review web content, fliers, e-newsletter and promotional material for Waco Foundation's key programs, as needed, including:

- Pie Society/Planned Giving
- Communications Co-op
- Capacity Building Program
- Assist with public and media relations, including drafting news releases, press statements and preparing the Executive Director for press engagements
- Support the Foundation's overall brand
- Support the design of reports, presentations and materials for Board packets and communications, ensuring that information is clear, concise and easy to understand
- Support all director-level staff in the design and development of program-related marketing materials, reports and presentations

General Office Support: (15%)

Support other functions required to maintain a professional office environment:

- Serve as part of a four-person team, which also includes the MAC Coordinator, Executive Assistant and Administrative Assistant, to keep the work of the Foundation running smoothly and to ensure efficient and professional execution of Foundation business:
 - Meeting planning and preparation
 - Document and marketing material preparation and distribution
 - Reception (live guests, phone calls, online presence)
 - Office environment (equipment, kitchen, work spaces)
 - Files, records, furnishings storage
- Anticipate needs and step in as needed when the Foundation is faced with a crisis or unplanned but necessary task
- Work with the Executive Assistant, under the direction of the Director of Communications & Donor Services, to manage the Executive Director's communications, including email, social media, speaking engagements, presentations and written communications
- Ensure all documents/materials that contain the Executive Director's name or signature, or that represent the Foundation, are proofed and accurate

Application Instructions:

The Foundation is an equal opportunity employer and encourages diverse candidates to apply. Please visit our website for additional information about the Foundation and our work (www.WacoFoundation.org).

Interested candidates should complete an application and email it with a cover letter and resume (in Word or PDF format) to Natalie Kelinske, Director of Communications & Donor Services, at nkelinske@wacofoundation.org with the subject line "Marketing and Communications Assistant."