



Communications Manager

October 2022

Organization Overview

At the Buell Foundation, we invest in Colorado's future every day.

We do this by partnering with programs and organizations to ensure that there is a quality system in place that allows all children to be valued, healthy, and thriving. The Foundation provides funding in two primary areas of interest: early childhood education and development and teen pregnancy prevention. The Foundation was established in 1962 by noted Denver architect and philanthropist, Temple Hoyne Buell.

Position Summary

The Communications Manager is a new position for the Buell Foundation and will play an integral role in expanding and streamlining internal and external communications as the organization grows.

This position will help the Buell Foundation determine the best communications strategy to reach its target audiences. The position provides an opportunity for someone looking to work in several different areas of communication, including strategic communications planning, content writing, graphic design, social media, email marketing, and website maintenance.

The ideal candidate will be a positive professional who is highly organized, adaptable, proactive, has outstanding communication and project management skills, and is skilled in shifting between tasks. This person must be a team player, have a can-do attitude and the ability to see multiple possibilities and solutions. While not required, the most competitive candidates will have familiarity with the nonprofit sector and an interest or experience in the fields funded by the Foundation.

The individual filling this position will report to the Vice President of Operations and work in close partnership with the entire Buell staff.

Job Responsibilities

Communications Planning and Oversight

- Ensure all facets of communications are executed and aligned with the Buell Foundation's [Mission, Vision, and Values](#)
- Develop and oversee the implementation of short- and long-term communication plans (internal and external) for the organization
- Create, manage, and update social media content calendar
- Stay current on communication and practices that will most effectively meet the needs of the organization
- Track performance measurements to determine the impact of communications work and update the plan and tactics as needed
- Develop and manage relationships with contractors for communications services. May include web development, photography / video, collateral material production
- Coordinate and manage partnership opportunities and / or sponsorships that align with the Buell Foundation's mission

- Ensure communications are consistent and integrated across the organization and functional areas, including online, social, print and at in-person events
- Steward the brand and public-facing look and feel of the organization's communications

Content Writing and Information Management

- Write talking points and key messages
- Write communications to keep internal and external stakeholders informed
- Collaborate with members of the Foundation's leadership team and Board of Trustees to write blog posts, memos, emails, and Annual Leadership Letter
- Write letters to the editor, articles for publication, and pitch reporters as needed
- Write and post social media content
- Write and send bi-monthly newsletter to Board of Trustees
- Write policies and procedure documents
- Create proposals, presentations, and reports
- Conduct and disseminate to Buell staff research into early childhood education topics and initiatives by request

Graphic Design

- Design templates, presentations, collateral, and printed materials, including brochures, fliers, etc.
- Design graphics and edit images for social media content
- Design graphics for emails and email newsletters

Website Management

- Assist in structuring the overall design and plan for the Foundation's [website](#)
- Manage website content updates
- Ensure web pages are well developed and current
- Manage ongoing website maintenance, security, and accessibility requirements
- Work with information technology and web-services support staff to address website needs

Admin

- Take notes in meetings and track action items
- Manage projects
- Maintain internal procedure documents

Perform other related duties as assigned

Knowledge, Skills, Abilities and Attributes

- **Planning and organization:** Strong organizational skills with exceptional project management, time management, and ability to manage multiple tasks and priorities to meet deadlines
- **Collaboration:** Works effectively in a collaborative work environment characterized by a growth mindset
- **Adaptability:** Ability to effectively adapt to changes in the work environment; manage competing demands and respond positively to delays or unexpected events
- **Dependability:** Consistency at work; respond to direction and feedback; reliable with a high level of integrity
- **Tech savviness:** Proficiency in technical applications and platforms including:

- Full Microsoft Suite - Word, Excel, PowerPoint, Outlook, Access, Teams, OneDrive, and SharePoint - advanced level experience preferred
- Communications and social media platforms including Mailchimp, and LinkedIn
- Website management software - WordPress and Google Analytics preferred
- Design: Ability to create professional social media graphics, one-pagers, email, and website graphics either in Canva or Adobe Creative Suite
- Communication: Excellent verbal and written communication skills, including written composition, proofreading, writing, and editing correspondence and reports
- Relationships: Ability to form trusting relationships internally and externally that include meeting people where they are, providing effective follow up, demonstrating reliability and creating mutual value. Comfortable working cross-departmentally and contributing to a positive team environment
- Customer Service: Excellent customer service skills with diverse audiences
- Independent Team Member: Ability to work independently, take initiative, work with a wide variety of people, be comfortable and efficient working with little supervision; be self-motivated with a positive attitude and strong work ethic
- Problem Resolution: Ability to resolve challenges in a timely manner; gather and analyze information skillfully to make informed and sound decisions
- Discretion: Trustworthy with confidential information
- Attention to Detail: Skilled at producing high-quality, accurate work

Education/Experience

- Minimum of a bachelor's degree preferably in communications or related field of study
- 3-5 years of experience working as a communications professional performing many of the responsibilities in this job description

Working Conditions

- The Buell Foundation operates on a hybrid work schedule, with time in our Denver office and flexibility to work remote for a portion of the work week
- Typical office hours are Monday through Friday 8:30 a.m. to 5:00 p.m.
- The Foundation has a professional office environment with a small team that is mission-driven and strives for excellence
- Physical demands may involve lifting materials and equipment up to 25 pounds
- Travel in personal vehicle may be required to complete duties of this position
- Occasional evening and weekend work may be required

Compensation

This is designed as a full-time position. A part-time schedule may be considered for the right candidate. Annual salary commensurate with experience in a range of \$64K to \$80K for full-time employee. This is an exempt position. The Buell Foundation provides a generous benefits package, including paid vacation and sick leave, medical insurance, dental and vision insurance, and retirement plan. Part-time employees are eligible for benefits at 30 hours a week.

Application Details

All applications should be emailed to Erica Fukuhara, Vice President of Operations at efukuhara@buellfoundation.org by November 7. Please include "Buell Communications Manager" in the subject line of emails. Applications should include the following:

- A cover letter outlining the applicant's match with the position requirements
- Resume

Contact information for three business references, one of whom is/was an immediate supervisor with firsthand knowledge of applicant's professional abilities will be requested during the interview process.

No phone calls, please. Position will remain open until filled.

Equity, Diversity, and Inclusion

The Buell Foundation is an equal opportunity employer that is committed to creating a diverse and inclusive environment. All qualified applicants will receive consideration for employment without regard to race, color, national and ethnic origin, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.