POSITION DESCRIPTION
North Texas Community Foundation (NTCF) seeks a full-time Communications Associate to join our team. The ideal applicant will possess strong writing and content development skills, and will recognize how a good story has the potential to motivate people and communities to action.

This is a hybrid position. Candidates are required to work at least three days a week in the office (located in downtown Fort Worth) and can work remotely or from the office, as needed, for the remainder of the week. This position reports to the Associate Director of Communications.

ABOUT NORTH TEXAS COMMUNITY FOUNDATION
NTCF drives meaningful change through charitable investment. The Foundation helps donors meet the needs of our community by providing tax-efficient strategies to support the causes they care about most. We serve a network of generous individuals, families and businesses intent on shaping the future of North Texas for good, forever.

NTCF offers unique employment opportunities for individuals wanting to make a positive impact in our region. We provide an inclusive and team-oriented work environment, a competitive benefits package and professional development opportunities. We are designated as a “Best Place for Working Parents.”

CORE RESPONSIBILITIES
DIGITAL MARKETING
• Drives the creation and distribution of digital newsletters to diverse audiences.
• Expands the Foundation’s social media presence by developing and executing data driven strategies in coordination with the Associate Director of Communications.
• Updates the Foundation’s website as needed utilizing WordPress and Elementor, ensuring content remains impactful, current and accurate.
• Source, write, proofread, edit, and post content for a variety of communication channels including website, blog and social media.
• Track and report social media and website analytics.

INTEGRATED COMMUNICATIONS
• Supports the Associate Director of Communications in implementing a comprehensive communications plan.
• Monitors media coverage, creates press clippings, and develops media reports of Foundation, grantee, and partner announcements.
• Writes copy and provides production support for marketing assets, such as printed/digital collateral, donor materials, ads and the annual report.
• Coordinates, as necessary, with external vendors on communications-related projects.
• Manages and maintains marketing collateral supply.
• Assists in coordinating/scheduling video and photoshoots.

SPECIAL EVENTS
• Provides communications support and ensures brand consistency for NTCF events; including but not limited to invitations, photography and video, collateral materials, and audiovisual presentations.
• Assists with on-site assistance related to special Foundation events.
• Works with the Events Associate to provide additional event planning support, as needed.

ADMINISTRATIVE SUPPORT
• Responds to grantee, partner, and other requests related to the Foundation’s brand assets (e.g., logos, photos, videos) and organizes, tags, and manages the photo and video library.
• Assists in generating metrics reports.
• Coordinates internal team meetings, and external meetings as needed.
• Special communications projects, as requested.

QUALIFICATIONS
• Bachelor’s degree, preferably with an emphasis on Marketing, Public Relations or Communications, or equivalent experience (4+ years)
• Outstanding written communication skills
• Digitally savvy. Experience managing social media for an organization preferred
• Comfortable managing multiple tasks while maintaining a strong attention to detail
• Must be a team player/leader with open mindedness to collaborate
• Ability to plan, prioritize, and work on various projects and meet deadlines
• Knowledge of Adobe Creative Suite, WordPress, and MailChimp (or similar email platform) required, as well as the ability to learn new technology quickly
• Video editing capability and photography skills a plus

SALARY AND BENEFITS
• Salary range: $50,000-$55,000
• Paid vacation, sick leave, and personal time
• Medical insurance
• Flexible spending account
• 403(b) and employer 403(b) contributions provided after six months
• Employer paid life and disability insurance

APPLICATION
Please submit a cover letter, resume and 2 writing samples as a single PDF to tsnyder@northtxascf.org, listing Communications Associate in the subject line.

DEADLINE TO APPLY
July 15, 2023