DEKALB COUNTY COMMUNITY FOUNDATION

| DOCUMENT: JOB DESCRIPTION | ***Job Title:*** *Communications Manager* |
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| | ***Reports to:*** *Executive Director & Donor Services Director* |
| | ***FLSA Status:*** *Full Time, Non-Exempt* |
| | ***Date Last Updated:*** *November, 2026* |

## SUMMARY

The Communications Manager plans, coordinates, and implements the DeKalb County Community Foundation's (DCCF) communications activities to strengthen donor relationships, increase public understanding of the Foundation, and demonstrate the impact of philanthropy throughout DeKalb County. Reporting to the Donor Services Director, this position develops engaging, accurate, and consistent communications for donors, Fund representatives, professional advisors, nonprofit organizations, and the broader community. The Manager combines communications planning with hands-on writing, content development, digital communications, publications, media relations, and storytelling, working collaboratively with staff and Foundation leadership.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Communications (75%)

- Develop and implement an annual communications plan, budget recommendations, and practical measures of effectiveness in collaboration with the Donor Services Director and Executive Director; align priorities with the DCCF Strategic Plan.
- Maintain consistent messaging, visual identity, and communication practices across print, digital, and public-facing channels.
- Coordinate the writing, design, production, and distribution of the annual report, newsletters, brochures, invitations, email updates, press releases, social media content, and other materials.
- Manage and update website content, with particular attention to donor services and giving information; coordinate technical support or vendors as needed.
- Plan and implement social media and electronic newsletter communications; segment email audiences to better address the interests of donors, professional advisors, nonprofit partners, and other constituents.
- Monitor website, social media, and email performance; share findings and recommendations with staff and the Board.
- Maintain media contacts and coordinate press releases and publicity for grants, scholarships, charitable Funds, Foundation initiatives, and events.
- Work with staff to identify and share Grants In Action stories, scholarship outcomes, Community Initiatives, and finance communications.
- Collaborate with staff and Board members to identify meaningful indicators of mission impact and communicate results through accessible stories and materials.

- Support presentations, talking points, photography, video, and other storytelling content; identify useful emerging communications tools and recommend appropriate adoption.
- Assist in obtaining feedback on the Foundation's communications and stakeholder experiences and use findings to improve outreach.

### Donor Services Communications (15%)

- Collaborate with the Donor Services Director on communications supporting the Endowments & Donor Services work of the Foundation and priorities in the Strategic Action Plan, as well as donor stewardship priorities.
- Develop donor and Fund stories through interviews, writing, photographs, and video, working with Fund Representatives and obtaining appropriate permissions before publication.
- Prepare Fund profiles, donor impact updates, giving opportunity materials, and other donor-centered communications that demonstrate the value and outcomes of philanthropy.
- Use appropriate donor and Fund information from the DCCF database to support accurate, targeted communications, reporting, and stewardship while maintaining confidentiality.
- Coordinate with staff on donor recognition and communications related to planned giving and legacy giving.

### General and Organizational Responsibilities (10%)

- Participate in staff meetings and appropriate Board or committee meetings; provide communications updates to the Executive Committee or other leadership groups as requested.
- Coordinate as needed with external designers, printers, photographers, and other vendors; assist with communications-related budget planning and responsible use of resources.
- Represent DCCF at appropriate community meetings, events, and networking opportunities and assist with public presentations.
- Participate in professional development and contribute to a collaborative, service-oriented workplace; assist with office coverage and special projects when needed.
- Uphold DCCF values, policies, and procedures and applicable National Standards for U.S. Community Foundations; exercise discretion and maintain confidentiality.
- Travel locally for meetings and events and very occasional evening, weekend, and overnight work may be required.

## REQUIRED SKILLS AND ABILITIES

- Excellent writing, editing, proofreading, oral communication, and storytelling skills; ability to make philanthropic concepts understandable to diverse audiences.
- Demonstrated experience planning and executing communications, public relations, publications, and digital content.
- Strong project management, organization, attention to detail, initiative, and ability to meet multiple deadlines independently.
- Sound judgment, discretion, commitment to confidentiality, and ability to build productive relationships with donors, staff, Board members, and community partners.
- Competence with website content management, email marketing, social media, analytics, basic design tools, and Microsoft Office applications.
- Commitment to community, excellent service, collaboration, and belief in the power of philanthropy.

## ROLE REQUIREMENTS

- Bachelor's degree in communications, marketing, graphic design, journalism, or a related field.

- Minimum of 2 years of relevant professional experience in communications, marketing, graphic design, or related work.
- Experience developing written and visual content and coordinating production of print and digital materials.
- Preferred: nonprofit or philanthropic experience; strong familiarity with DeKalb County and its nonprofit community; experience with Adobe Creative Cloud, website platforms, email marketing tools, Google Analytics, and photography or video.

## WORK ENVIRONMENT

Work is generally performed in an office setting using standard office and computer equipment, with periodic local travel and attendance at community events. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

This description summarizes the general nature and level of work and is not an exhaustive list of duties. Other job-related responsibilities may be assigned. This description does not constitute an employment contract.