

Communications and Engagement Manager

About the Foundation

The Athens County Foundation (ACF) builds on the strengths of our community by advancing participation and collaboration to address longstanding challenges and pursue extraordinary opportunities. Guided by the values of inclusion, collaboration, courage, hope, and trust, ACF partners with nonprofits, donors, and the community to advance a healthy, inclusive, and thriving community for all.

Position Summary

The Communications and Engagement Manager will lead the development, implementation, and management of ACF's overall communications and outreach strategies. This position plays a central role in connecting the Foundation with donors, nonprofits, and community members. The ideal candidate will be a strong communicator, skilled organizer, and creative storyteller who can translate ACF's mission into engaging messages and experiences.

This role supports all program areas and works closely with ACF's Development Consultant, Program Directors, and external partners, while overseeing contract graphic designers, writers, and interns.

Key Responsibilities

Communications and Marketing

- Develop and implement an annual communications plan aligned with ACF's strategic priorities and operating budget.
- Streamline and modernize communication systems through improved digital tools and workflows.

- Manage relationships with consultants, designers, and other external partners to ensure goals and deadlines are met.
- Produce key materials such as annual reports, donor reports, and impact summaries.
- Craft compelling, data-informed narratives that reflect ACF's mission of building a thriving, inclusive community through participatory changemaking.

Development and Program Support

- Assist in drafting and formatting funding proposals, donor correspondence, and follow-up materials.
- Support donor prospecting through basic research, outreach, and documentation.
- Develop templates and systems to improve consistency and efficiency in donor communications.

Event Management and Coordination

- Lead the organization and coordination of ACF and program-specific events.
- Oversee day-of logistics, staffing, and vendor coordination.
- Ensure event follow-up activities (communications, acknowledgments) are completed effectively.

Desired Qualifications

- Strong leadership and project management skills, with experience coordinating complex communications initiatives.
- Demonstrated ability to work effectively both in a team environment and independently with minimal supervision.
- Excellent written, verbal, and interpersonal communication skills.
- Proficiency with design and communication tools.
- CRM and data management experience preferred.
- Demonstrated ability to work collaboratively with diverse community stakeholders.
- Strong alignment with ACF's mission, values, and commitment to equity and inclusion.

What You Get

We offer a starting salary between \$48,000 - \$55,000 commensurate with experience. Our benefit package includes up to a \$6000 allowance for ICHRA, paid time off, paid holidays and professional development opportunities. You also get the opportunity to work in a great culture with a team that is committed to enhancing the lives of those who live in this wonderful community. ACF believes that having a diverse and inclusive workplace not

only strengthens our work but is also essential for understanding and creating programs that make a difference. ACF is an equal opportunity, affirmative action employer, committed to building a diverse inclusive workforce. All qualified applicants will be considered for employment without regard to race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity or expression, military status, citizenship status, caregiver status, or other categories protected by law.

How to Apply:

Please send your resume and cover letter to hr@athensfoundation.org