



NEW HAMPSHIRE
CHARITABLE FOUNDATION

COMMUNICATIONS ASSOCIATE

Date of Last Revision: 10/21/2024

Title Group: Associate

- supports people, a function, or a group of processes within a department
- may perform pieces of complex work not included in primary duty
- has no responsibilities for performance management of staff

Department:
Communications

Reports to: VP of
Communications and Marketing

Status: Full-
time/Nonexempt

About the New Hampshire Charitable Foundation

The New Hampshire Charitable Foundation is New Hampshire's statewide community foundation, founded in 1962 by and for the people of New Hampshire.

We are the place where generosity meets the dedication and ingenuity of nonprofits and the potential of New Hampshire students. For six decades, thousands of people have entrusted their charitable resources to the Foundation, creating a perpetual source of philanthropic capital and making it possible for the Foundation to award more than \$60 million in grants and scholarships every year. We have a staff of 60 passionate and dedicated professionals working across the state, and are governed by a highly engaged Board of Directors.

The Foundation's purpose is to make New Hampshire a more just, sustainable and vibrant community where everyone can thrive. Our current strategic plan, *Together We Thrive*, is focused on advancing equity, racial justice, and economic security. That's because when a community can draw on the potential, strength, ingenuity and grace of every person in it, that community will be healthier, happier, more prosperous and a better place to live for all.

Position Summary

The communications associate is responsible for providing input and support for communications functions, including content development, administration of online tools, event planning, and other general tasks.

Essential Job Functions and Responsibilities

- Write press releases and other occasional copy for print and online materials; Proofread and format copy for printed newsletter and/or annual report, online content including the website, email newsletters, invitations and more.
- Coordinate the printing and distribution of the annual appeal, annual report and Purpose newsletter.
- Facilitate event operations for signature Foundation events including scouting locations,

onsite logistics including catering and AV needs, event registration processing, event surveys and more.

- Coordinate the Foundation's sponsorships including attending events and setting up, promoting and coordinating staff attendance and submitting any sponsorship requests including logo and ad submissions.
- Perform proactive and routine website updates including working with website vendor on routine website maintenance updates.
- Serve as co-administrator of the Foundation's digital communications platforms, including Mailchimp and social media platforms.
- Serve as the department's CRM power user including generating queries, processing event registrations and list development for email/mailings.
- Catalog, organize and store the Foundation's visual assets including photos, videos and graphics.
- Schedule all photo and video shoots including collecting permission from those featured; if featuring clients from nonprofits or scholarship recipients, collect relevant paperwork to issue gift card.
- Work with established guidelines and templates to create compelling visual presentations for meetings, events and more.
- Coordinate the Foundation's branded material (giveaways), publication and stationery inventory (including business cards), ensuring they are up-to-date and in stock and perform routine publication updates.

General Department Support

- Provides administrative support to the department, including the VP of Communications and Marketing and others as assigned, including scheduling and managing calendars.
- Supports department activities such as organizing and preparing for internal and external meetings or events including meeting logistics, scheduling and invitations, briefing materials, presentations and follow-up actions.
- Process expenses and invoices and ensure each is documented to the proper budget line.
- Contribute to special projects as needed and participate proactively in the operational needs of the department.
- Other projects and duties as assigned

Essential Knowledge, Skills, and Attributes

- Strong written and verbal communication skills, including formal and informal presentations
- Strong proofreading skills
- Ability to handle sensitive and confidential information with discretion and judgment
- Strong relationship and customer service skills
- Ability to work comfortably in a fast-paced environment
- Ability to organize multiple tasks/projects, as well as prioritize tasks within projects
- Superb attention to detail and ability to work under deadline pressure
- Ability to make independent decisions and take initiative as appropriate
- Ability to work in teams, and to collaborate well with people from a wide variety of backgrounds and settings
- Ability to understand, communicate with and effectively engage with people across cultures.
- Highly organized, flexible and efficient
- Excellent judgment and ability to think critically

- Belief in the purpose and values of the New Hampshire Charitable Foundation

Job Characteristics

- Shared office environment in Concord with hybrid option available. The Foundation requires all staff to be onsite on the first and third Tuesday of each month. Additional in-office presence may be required for training/orientation and to meet department or team needs.
- Requires long periods of time at a computer
- Occasional evening and/or weekend work will be required
- Occasional travel around the state will be required

Essential Qualifications

- A combination of education and experience equivalent to the needs of the role
- Highly Proficient in Microsoft Office Suite of products
- Understanding of networking and internet concepts, along with ability to quickly learn or engage with new technologies that improve efficiency and further the Foundation's mission.
- Experience with social media, content management systems, and photo/image editing products; specific experience with WordPress, Mailchimp and Photoshop preferred but not required.
- Experience with online meeting platforms, conference calling, and other meeting software products
- Valid driver's license

Organizational Life

- Participates in the Foundation's organizational life, including work groups as assigned and events as required
- Positively demonstrates the values and contributes to the culture of the Foundation
- Interacts professionally with other employees and external stakeholders
- Works effectively as a team contributor on all assignments
- Follows all company policies and procedures, as well as all local, state and federal laws concerning employment
- Contributes to a safe and productive environment

Essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is general and may evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different and/or additional duties or responsibilities.