

Job Title: Communications Specialist (\$50K-\$55K)
Reports to: Director of Marketing & Communications

We are seeking an exemplary, detail-oriented candidate who brings experience, skill, and passion to our Advancement & Donor Relations Department.

The Communications Specialist is responsible for driving the overall communications content strategy, development, and implementation for the Greater Houston Community Foundation ("GHCF"), working closely with all departments. This position is responsible for helping to raise the visibility of GHCF among its target audiences, to develop and implement identity and key message standards, and further GHCF's strategic vision to be "Houston's leader in philanthropic solutions."

The individual will establish processes around communications content creation and will work inter-departmentally to create, execute, and measure content across several channels to include, printed publications, digital newsletters, website, social media, emails, blogs, presentations, etc. This position provides hands-on project management for digital and print communications, and programming. This individual serves as the primary copywriter for all external facing communications of GHCF.

The Communications Specialist is responsible for the production of communications, including but not limited to newsletters, brochures, annual report, news releases, special reports, etc.

Interested parties should send a cover letter and resume to [hiring@ghcf.org](mailto: hiring@ghcf.org).

Job Responsibilities:

- Coordinate and execute the organizations content strategy to help drive awareness, interest, and engagement in Greater Houston Community Foundation.
- Ensure all content aligns with already-built brand and messaging guidelines and monitor the quality and consistency across the organization.
- Partner with the Director of Marketing & Communications to write and produce, or oversee third-party design and production of all printed materials by the Foundation, including newsletters, annual reports, collateral materials, event materials, and other marketing needs.
- Produce high-quality content pieces that effectively reach and engage stakeholders.
- Maintain editorial calendar for the organization.
- Proofread and help edit other content that the team produces prior to publication.
- Make strategic recommendations for the best format for content and develop distribution plans for appropriate stakeholders.

Qualifications and Experience

- Bachelor's degree in English, marketing or communications.
- Minimum five years of experience in copywriting, content marketing and/or journalism communications.
- Ability to work efficiently with strong attention to detail.
- Exceptional editor and proofreader with the ability to provide constructive editing feedback.
- Experience working across various marketing channels including print, social media, email, and SEO.
- Ability to interview stakeholders to craft a compelling story.
- Demonstrates superb written and verbal communication skills.
- Embodies a "growth mindset" (unafraid of challenges; adaptable to change; willingness to learn).
- Experience in creating content to drive engagement and demand generation.
- Values accuracy and commitment to excellence.

- Good sense of self with demonstrated qualities of self-motivation, integrity, loyalty, discretion, and reliability.
- Strong project management skills with the ability to prioritize work and adjust to multiple demands.
- Confident, driven, and dynamic leader.
- Software knowledge required: Adobe Create Suite, Microsoft Office suite, Wordpress.

Physical Requirements

- Ability to lift, carry, push, pull or otherwise move files up to 5 pounds frequently and up to 20 pounds occasionally
- Ability to stoop, kneel, crouch or reach frequently
- Ability to remain in a stationary position 85% of the time
- Ability to move about inside the office to access file cabinets, office machinery, etc. 15% of the time
- The person in this position constantly communicates with clients and must be able to exchange accurate information in these situations.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.