

Community Foundation of the Virgin Islands
Communications Manager
Position Description

Overview

The Community Foundation of the Virgin Islands is a grantmaking organization with assets of \$20 million, whose mission is to enhance the educational, physical, social, cultural and environmental well-being of the people of the US Virgin Islands. The Foundation encourages individuals, families and corporations to build permanent endowments to support the causes they care about and the broad charitable needs of the community. For more than 25 years the Community Foundation of the Virgin Islands has been a catalyst for positive change in the Territory through initiatives committed to youth, learning, family support and the environment. Most recently, CFVI has been serving as a vehicle for receiving and distributing funds to support hurricane relief efforts throughout the Territory. In addition to providing administrative oversight to over 100 named funds and programs *for diverse needs and opportunities in the USVI*, CFVI is focused on meeting the emergency, intermediate and long-term needs of children, youth and families in the aftermath of two Category 5 hurricanes. For more information about CFVI see www.cfvi.net

Objectives:

The Communications Manager is a key position at the Community Foundation of the Virgin Islands and reports directly to the President. He/she will provide assistance in the development of a high quality community education program to increase awareness of the community foundation programs and donor services, to expand giving and increase donor base and the community foundation's endowment, *and increase engagement with the community*. He/she will have primary responsibility for marketing, and communications. The job requires a close working relationship with the Director of Grants and Programs.

Primary Responsibilities:

Communications and Public Relations:

- Maintain knowledge of Foundation's programs and donor-advised, field of interest, and discretionary funds;
- Conceive, provide and pitch media stories and profiles to maintain focus on pertinent priorities of the community foundation. Write press releases. Develop and maintain professional relationships with representatives of the media.
- Review press and literature from other organizations regarding information related to the Foundation;
- Provide operational support to foundation leadership through research and written materials on critical messaging and media-related issues. Serve as spokesperson and community foundation liaison as needed.
- Work with other members of the community foundation team to identify opportunities that increase visibility, and bring new resources and expertise to bear on the priority issues for the community foundation.
- Be responsible for updating existing CFVI collateral and creating new materials on a regular basis, including but not limited to brochures, newsletter and promotional videos.
- Assist in communications with the Foundation's donors periodically providing outreach to Angels, Fund Donors, Mahogany Legacy and the network of CFVI stakeholders.
- Be responsible for Website management and Social Media, producing content and updating regularly.

- Be responsible for the distribution of CFVI materials, including maintaining a database organized for mailings to various constituents
- Assist in the planning and coordination of major events and such as the annual Laws of Life Receptions, and donor events such as the Angel reception. Responsible for developing correspondence and supporting materials, invitations, programs, booklets.
- Manage the time and output of communications consultants and free lancers (in coordination with the President).

Development support:

- Participate in communication with the Foundation's donors providing program updates for Angels, Fund Donors, Mahogany Legacy and the network of CFVI stakeholders.
- Participate in the development and management of Field of Interest Funds in areas such as Sports/ Environment/ Arts/ Education/ etc.

Executive Administrative Support

Provides support to CFVI's President and board of directors by serving as the President's staff liaison to the board and donors assisting with preparation of correspondence, informational materials and meeting logistics.

- Interface and maintain professional working relationships with the Foundation's Board of Directors, donors, funding partners, and committees.
- Assist in the preparation of correspondence to donors, grantees and other constituents of the Foundation on behalf of the President.
- Prepare presentation materials, including drafting, formatting, final editing, consolidation and production.
- Maintain Board of Director meeting files on the server.
- Maintain calendars of meetings and schedules for staff members and President's highlights.
- Prepare meeting minutes, when needed.

Skills

- Interpersonal, organizational, analytical skills and the ability to think critically and work with multiple deadlines;
- Ability to establish and maintain effective working relationships with all kinds of individuals and organizations throughout the community;
- Adept in oral and written communications *and willing to provide evidence of these skills*;
- Editing and production skills and experience;
- Performance of responsibilities in a professional and timely manner and the ability to effectively represent the Foundation throughout the community;
- Knowledge of database software and word processing applications, including fund-raising software and information management systems, Word, Publisher, Excel and PhotoShop.
- Proficient in of the use of social media;
- Minimum of a Bachelors degree or 3 years experience in designing, managing and implementing communications.

Compensation

Compensation will be commensurate with skill level and experience.

Resumes will be accepted until the position is filled. To apply, submit a resume, salary requirements, a writing sample, and a cover letter specifically addressing your interest in and qualifications for this position. Please send your employment application submission to general.info@cfvi.net. Please address the subject line with the following: 'CFVI EMPLOYMENT APPLICATION.' No phone calls please.