



Community Foundation North Central Washington  
Director of Marketing & Communications  
Position Description

**Position Summary**

The Director of Marketing & Communications is responsible for shaping and executing all aspects of the Community Foundation of NCW's marketing and communication strategies. This role ensures the Foundation's messaging is clear, consistent, and aligned with its mission, values, and programs. Reporting to the Executive Director, the Director of Marketing & Communications partners with the Executive Director to set the vision for all stakeholders (Donors, Professional Advisors, Nonprofits and the General Public) covering three regions in NCW Washington and is an integral part of the Executive Team. The Director of Marketing & Communications partners with the board's Marketing & Development Committee Chair to manage and lead committee meetings.

The ideal candidate is a strategic thinker and skilled communicator who can work independently and collaboratively to create compelling campaigns that increase awareness and engagement. This role leads all marketing, communications, and event-planning initiatives while fostering strong relationships with staff, volunteers, donors, media partners, and community stakeholders.

The Community Foundation of NCW values partnerships with donors, nonprofits, and agencies across the region and is seeking a candidate who will represent the organization with professionalism, integrity, and a passion for community impact.

**Profile / Qualifications / Skills:**

- 5+ years of professional experience in marketing and communications, preferably in a nonprofit environment
- Proficiency with Adobe InDesign, Canva, and design tools for both print and digital media desired
- Strong skills in Microsoft Office Suite and experience with database management software
- Excellent oral and written communication skills
- Ability to lead diverse opinions into consensus
- Ability to work independently and as part of a collaborative team
- Demonstrated ability to multitask with a strong ability to meet deadlines, organize and prioritize projects and to "flex" into supporting various roles as needed in a small organization.
- Demonstrated skill in building and nurturing relationships that support marketing and communication goals
- Occasional travel within the three regions of NCW

## **Position Functions & Responsibilities**

### **Communications and Marketing 70%**

- Develop, implement, and evaluate a strategic communications plan to increase awareness of and consistently articulate the mission, vision, values, and impact of the Foundation, including its community affiliates
- Create and share compelling written, visual, and digital content across multiple channels to inform, inspire and engage current and potential donors, professional advisors, nonprofit partners, staff and volunteers, public and civic decision makers, and the general public
- Manage all communications channels, including print, website, social media, email, and press releases
- Develop and maintain brand standards, coordinating with all staff and volunteers for a unified and compelling brand voice that amplifies the Foundation's overall image and impact
- Design and execute marketing campaigns to promote new initiatives and programs
- Cultivate strategic partnerships with media outlets and partners, securing significant earned media coverage of the work and impact of the Foundation.
- Lead GiveNCW and GiveMethow online fundraising campaigns, from technology to marketing, and engage other Foundation staff in supporting roles
- Supervise the Marketing & Communications Associate to ensure quality and consistency across all communication efforts
- Serve as the primary liaison with the board's Marketing & Development Committee
- Work collaboratively to support marketing and communication needs from various Foundation departments and programs

### **Event Planning and Management 30%**

- Oversee planning, logistics, and execution of all Foundation events, including donor receptions, grant award celebrations, and fundraising campaigns
- Engage trustees, volunteers, and staff to support and enhance events
- Ensure all events capture the attention of the intended audience and media.

### **Additional Requirements**

- Full time, hourly position with full benefits – health, vacation, sick, holiday and retirement
- Work schedule: In person at CFNCW office in Wenatchee, Monday through Friday
- Some travel required throughout service region of Chelan, Douglas and Okanogan counties
- Evening, holiday or weekend requirements to accommodate limited event schedules

To apply please submit resume and cover letter to [info@cfncw.org](mailto:info@cfncw.org) no later than August 12, 2025.

