

**Job title**

Communications Coordinator

**Department**

Marketing and Communications

**Reports to**

Sr. Vice President, Marketing and Communications

**Supervises**

N/A

**FLSA status**

Non-exempt

**Hours**

Full time

**Date**

June 2025

Austin Community Foundation mobilizes ideas and resources to strengthen Central Texas. We envision a vibrant and equitable community where everyone can contribute and find opportunity. ACF is committed to closing the opportunity gap in Central Texas through targeted investments in housing affordability and economic mobility.

As a trusted local partner, ACF stewards approximately \$580 million in assets in more than 1,300 charitable funds. Since its creation in 1977, the Foundation has granted more than \$570 million to nonprofits across Central Texas and beyond.

**Job summary**

Working closely with the Marketing and Communications team, the Communications Coordinator helps implement strategies that align with and support the Foundation's organizational goals. The Communications Coordinator plays a vital role in shaping the Foundation's narrative by crafting compelling stories, writing content that inspires donor engagement, and supporting event communication efforts. This position collaborates closely with internal teams and external partners to ensure consistent, mission-driven messaging across multiple platforms.

**Essential duties and responsibilities include the following. Other duties may be assigned.**

**Storytelling and philanthropic messaging**

- Identify and develop compelling stories that highlight the impact of the Foundation's work, donors, and partners. This includes blog posts, donor profiles, grant recipient features, and other narrative content.
- Become an expert in the Foundation's brand voice to write short- or long-form content across various channels (email, website, social media, print, etc.).
- Collaborate with teams across the organization to translate community impact into inspiring content, donor appeals, and stewardship messages that drive engagement and giving.
- Proofread and edit communications to ensure clarity, tone, and consistency.
- Create and update digital and print materials such as one-pagers, brochures, handbooks, and other informational materials. Manage annual review of these materials.
- Support the Marketing and Communications team in implementing campaigns that bolster the Foundation's services and programs.

### **Event communications**

- Develop promotional communications content for donor engagement events, grants celebrations, and other convenings, including but not limited to invitations, registration forms, and post-event follow-ups. Keep team members informed of RSVPs and communications-related data pertaining to events.
- Collaborate across departments to ensure branding and messaging are cohesive among event materials.
- Support the team with event-related tasks such as live social media posting, assembling materials, coordinating signage, and other needs.
- Gather content from live events to adapt for website, email, and social media.

### **General communications**

- Participate in team meetings and contribute creative ideas to enhance the Foundation's visibility and engagement.
- Collaborate with the team to review and adapt communications based on analytics and feedback.
- Assist in updating website content including event listings, blog posts, and landing pages using the organization's content management system (CMS).
- Draft and schedule social media content to promote stories, events, fundraising campaigns, and community impact.
- Assist with ordering ACF branded materials such as business cards, stationery, swag, and other items as needed.

This job description is intended to be general, is expected to evolve over time, and will be reviewed periodically and updated as needed.

### **Job requirements and qualifications**

#### **Experience**

- At least 3 years' full-time professional work experience in communications is required.
- Experience with Adobe Creative Cloud (e.g., InDesign, Illustrator, Photoshop), and the ability to create and update simple designs such as one-pagers, handbooks, event materials, social media graphics, or marketing collateral is required.
- Experience in storytelling and content development that aligns with brand voice and inspires action is required.
- Experience in creating multi-media content and use of the tools associated with email marketing (e.g. Constant Contact), website content management systems (e.g. WordPress), and social media management platforms (e.g., Sprout Social) is required.

#### **Training requirements (licenses, programs or certificates)**

None required

#### **Knowledge, skills and abilities**

- Exceptional writing, editing, and proofreading skills with the ability to craft compelling, mission-driven content across formats (e.g., email, print, social, web).
- Collaborative mindset and interpersonal skills to work across departments.

- Ability to manage multiple tasks, competing priorities, and deadlines in an evolving environment.
- A passion for community-building and a good understanding of the nonprofit or philanthropic landscape is a plus.
- Written and spoken Spanish a plus.
- Authentic participation in diversity, equity and inclusion education and training; commitment to diversity, equity and inclusion and to the organization's ongoing work to eliminate the opportunity gap in Central Texas.

#### **Work environment and other information**

##### **This is not a remote position.**

Austin Community Foundation offers a hybrid work environment. As a place-based organization, we expect our employees to reside locally and be available for in-office meetings and tasks. Employees work with their supervisors to draft their hybrid work plan.

- Work in clean, pleasant, comfortable office setting.
- Minimal travel required.
- Attendance required at occasional after-hours or evening events.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Salary:** \$58,000 per year

##### **Workplace benefits:**

Collaborative team environment

Opportunity to make Central Texas a better place for everyone

Paid time off

ACF covers 100% of employee health, dental and vision plans, basic life and AD&D insurance, and short/long term disability insurance

401(K) with employer match

Basic life insurance and AD&D

To apply for this position, please submit your resume and cover letter to Kim McCrary at [apply@austincf.org](mailto:apply@austincf.org). No phone calls, please.

*Austin Community Foundation is committed to equal-employment principles, and we recognize the value of committed employees who feel they are being treated in an equitable and professional manner. We strive to find ways to attract, develop, and retain the talent needed to meet business objectives, and to recruit and employ highly qualified individuals representing the diverse communities in which we live.*