



## Marketing & Communications Associate

The Marketing & Communications Associate is a member of the Marketing & Communications Department of Triangle Community Foundation, reporting to the Director of Marketing & Communications. This position supports the communications, public relations, and marketing work of the Foundation.

This position will be responsible for the following:

### Digital Strategy

- Update and execute digital strategy, working with staff to integrate into goals and track progress through analytical tools
- Create and regularly post content for the Foundation's website and social media channels
- Take photos/video, and engage staff to do so as well, and upload to various digital vehicles
- Build institutional support for digital engagement across platforms through staff trainings

### Storytelling and Media Relations

- Research, conduct interviews, and write about Foundation donors, grantees, programs, and community needs for use in various and online publications
- Assist in writing and distributing media advisories and track media usage

### Design

- Assist with design and development of marketing collateral for departmental projects
- Create graphics as needed for marketing materials and digital platforms

### Operations

- Marketing and Communications support for Foundation events
- Work with MarCom Director and department teams to execute communications strategies
- Work with MarCom Director to determine budgeting of promotional items and digital advertising
- Operational support for the MarCom department, other duties as assigned

### Qualifications

- College degree required; bachelor's degree in communications or journalism preferred
- Passion for making a difference in the Triangle community
- Excellent writer, editor, and proofreader
- Working knowledge of Microsoft Office, Adobe Creative Suite, Facebook, Twitter, Instagram, LinkedIn, YouTube, and Google analytics
- Great communication and customer service skills
- Well-organized, independent worker with ability to work on cross-functional teams
- Knowledge of Microsoft Office, Adobe Creative Suite

### Compensation and Benefits

- The Foundation offers excellent benefits and salary commensurate with experience. Benefits include health insurance, dental insurance, retirement plan, and others. Mid-year performance reviews and an annual performance review will be conducted with the Director of Marketing and Communications.
- Triangle Community Foundation is an equal opportunity employer and encourages applications from persons of all races and ethnic backgrounds.

**How to apply**

To apply, please email cover letter and resume to [anne@trianglecf.org](mailto:anne@trianglecf.org) with “Marketing and Communications Associate Position” in the subject line. Application deadline is July 17. Any questions about the job posting should be directed to Meg Buckingham at [meg@trianglecf.org](mailto:meg@trianglecf.org).

**Timeline**

Phone interviews will be held the week of August 7<sup>th</sup>. Candidates progressing to in-person interviews will be scheduled to come in to the Foundation the week of August 14<sup>th</sup>. Notification of selections is expected to be made by August 25<sup>th</sup>.