ABOUT THE SOLANO COMMUNITY FOUNDATION

Solano Community Foundation is a qualified 501(c)(3) public charity, established in March of 1996. We are an institution of the community, for the community. Using resources gathered from a diverse donor base, we work together to create long-term strategies and solutions meant to serve the changing needs of Solano County residents, in perpetuity.

SCF is dedicated to strengthening our community both now and for future generations to enhance the quality of life for all. As a grantmaker, a vehicle for philanthropy, and a community leader, we encourage private giving for public good.

POSITION SUMMARY

This is a part-time position with a flexible work schedule. The responsibilities of this position include both ongoing communications activities as well as more unique, specific communications planning and coordination work. This position requires the Communications Officer to strengthen public relations through communications implementation and logistical work, by organizing and managing strategic communications campaigns, marketing/messaging activities for multiple audiences, outreach programs and a small number of foundation events. The Communications Officer is responsible for coordinating and supporting all aspects of written, verbal and electronic communications and public engagement with Solano Community Foundation (SCF).

The Communications Officer will report to and work under the supervision of the CEO, and work in close alignment with the Director of Strategic Partnerships and Advancement to craft public communications and messaging (PSAs, web content), to support SCF mission and strategies. As a member of a small SCF team, the Communications Officer will perform a variety of specific duties, with the primary goal of increasing awareness of and engagement between the Foundation and multiple audiences. These include but are not limited to: local and regional nonprofits; potential local, individual, foundation, and corporate major donors; public officials and community leaders; Solano’s striving communities, communities of color, and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to accomplish each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Establish and implement an annual strategic communications/marketing plan and timeline for the Foundation which aligns with SCF’s annual strategic goals and objectives;
2. Collect content from other staff members, SCF board members, grant recipients, and other stakeholders to produce an Annual Report for the Foundation appropriate for audiences in Solano County and the Bay Area to further Foundation communications and engagement.
3. Create and disseminate clearly written and visually engaging messaging content and collateral that builds SCF visibility with key audiences and supports SCF goals and objectives through various mediums (e.g., press releases/articles for newspaper, PSAs, SCF Newsletters, and digital media) to promote SCF accomplishments, milestones, events, and provide key information.
4. Maintain direct communication with website management personnel to ensure accurate and current information remains consistent and reliable via online platforms.
5. Develop strategies for reaching non-English speaking communities, and underrepresented and hard-to-reach populations and special audiences (e.g., Spanish language media).
6. Develop and maintain consistent alignment of content with SCF objectives, branding, consistency of message, audience, etc.
7. Support logistics for foundation regular events with local community, with other funders, for regular meetings, for Nonprofit Partnership (NPP) trainings, and for other ongoing program-related events and fundraising activities.
8. Organize and support logistical and media arrangements for SCF special events, including but not limited to SCF’s 25-Year Anniversary (March 2021), Annual Board Retreat, Donor Events, Give Local Solano campaign, and public convenings, educational panels, and forums.

9. Enter and maintain excellent records of engagement in a CRM system to be shared with CEO, SCF Board and Staff, and to provide continuity in stewardship and donor cultivation.

10. Other assigned duties as directed by the CEO.

SKILLS & REQUIREMENTS
The Communications Officer is a critical member of the SCF team; a successful individual should meet the following requirements:

- Ability to maintain confidentiality, act professionally, and demonstrate discretion while effectively representing SCF, especially those involving donor, grantee, and financial information and issues.
- Willingness and commitment to learn about and support the mission, policies, and goals of the Solano Community Foundation.
- Impeccable ethics, highly developed sense of performance accountability, and unfailing dependability and trustworthiness.
- Superb attention to detail and follow-through, with the ability to quickly learn and gain proficiency with new procedures and processes.
- Recognize and define problems as a creative thinker; able to interpret a variety of information and data, formulate conclusions and present clear, concise explanations both verbally and in writing.
- A self-confident team member who readily takes initiative and is resourceful in identifying and seizing opportunities to move the Foundation forward.

EDUCATION & EXPERIENCE

- B.S. or B.A. degree or equivalent experience in Communications, Journalism, Nonprofit Management or Public Relations.
- Five years minimum of work experience in the social sector. This includes employment at, and or board service with community-based nonprofit organizations or philanthropies, or as a consultant for other philanthropic or grantmaking agencies.
- Ability to speak Spanish and/or Tagalog is highly desirable but not required.
- Knowledge of Solano County’s nonprofit community and of conditions in the Solano Community Foundation’s priority areas is highly desirable but not required.
- Lived experience or familiarity with the diverse populations and communities of color in Solano County is highly desirable although not required.

SALARY & BENEFITS

- Starting part-time hourly rate is between $35 to $38, depending upon skills and experience.
- Approximately 10 to 14 hours per week, up to 56 hours per month.
- Paid Time Off (PTO) hours (20 hours) and paid holidays (40 hours).
- Paid Group Dental Insurance (100% Employer contribution)

No phone calls, please.

This position is open until filled. Interested applicants must send a cover letter and current resume to scfadmin@solanocf.org by email (preferred), or submit by regular mail to:

Solano Community Foundation
Attn. Communications Officer
744 Empire St, Suite 240
Fairfield, CA 94533