



JOB TITLE: Vice President of Communications
FLSA STATUS: Full-Time; Exempt
Date: April 2024
REPORTS TO: President and CEO
Grade: 19

ORGANIZATIONAL MISSION

To enhance the quality of life for our citizens now and for future generations by building community endowments, meeting needs through grantmaking, providing leadership, and promoting collaborations on community issues.

PRIMARY PURPOSE OF JOB

The Vice President of Communications is a key member of the Foundation's leadership team and is responsible for providing strategic leadership in the planning, implementation, administration and execution of the Foundation's communications and marketing activities in alignment with Community Foundation of the Ozarks' mission, vision, and values. This position supervises the Director of Communications & Marketing and leads the communications department.

ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS - *Other duties may be assigned*

- Develop and oversee the overall strategic direction and planning for the Foundation's internal and external communications plan and brand - traditional, digital, social, and event management- among its diverse constituencies of donors, regional affiliates, nonprofit partners, professional advisors, rural school partners, the general public and the media.
- Oversee content development including all written documentation leaving the Foundation, and execution for all electronic communications, including multiple websites, social media accounts, electronic newsletters, Board of Directors' correspondence, video and audio productions, media partnerships and other specific opportunities by invitation.
- Engage in strategic outreach and represent the Foundation at meetings, presentations, community events, etc. and with the media as needed. This includes effectively disseminating learned information inside the Foundation.
- Identify, develop and implement connections and relationships with legislative partners at all levels of government in partnership with the President/CEO.
- Partner with other leadership team members as needed to carryout created legislative partnership plan.
- Prepare crisis communications for internal and external audiences as circumstances warrant and participate in the CFO's internal emergency operations planning.
- Partner with the CEO and other leadership team members on development, stewardship and grantmaking activities, institutional priorities and long-range planning.
- Manage supervisory responsibilities for department and team members, including annual budget, weekly team meetings, annual performance evaluations, development and goal setting.

- Stay informed and educated on communications opportunities and challenges in the community foundation field.
- Participate on the CFO's Leadership Team to help develop and guide CFO's short- and long-term strategic goals and action plan items.
- Attend CFO Board of Directors' Executive and Board meetings, and assist, as needed, the President/CEO in orchestrating these meetings.
- Other duties and responsibilities, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated understanding of communications related to philanthropy/nonprofit organizations.
- Demonstrated understanding of multi-faceted organization with many constituencies.
- Experience in supervising and leading a team.
- Understanding of community/regional issues.
- Ability to build strong partnerships with others.
- Ability to develop and operationalize strategy.
- Ability to balance strategic and operational focus.
- Willingness and ability to connect with internal and external constituents.
- Strong verbal communication skills and demonstrated ability to write clearly and persuasively; strong interpersonal skills.
- Strong organizational skills and excellent time management skills.
- Ability to organize and prioritize multiple projects/tasks.
- Willingness to work flexible hours including some nights and weekends as necessary.
- Proficient with Microsoft Office Suite, including Word, Excel, and Outlook. Experience with database work preferred.
- Willingness and ability to travel throughout the region as needed.

CFO CORE VALUES AND COMPETENCIES

Integrity: *Stewardship you can trust.*

Respect: *Relationships matter.*

Leadership: *Collaboration creates solutions.*

Vision: *Our focus is forever.*

Building Trust – *Interacting with others in a way that gives them confidence in one's intentions and those of the organization.*

Constituent Focus – *Ensuring that the constituent perspective is the driving force behind organizational decisions and activities; crafting and implementing service practices that meet constituent's needs.*

LEADERSHIP TEAM CORE COMPETENCIES

Building Partnerships: *Identifying opportunities and taking action to build strategic relationships between one's area and other areas, teams, departments, units, or organizations to help achieve business goals.*

Decision making: *Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.*

Developing others: *Planning and supporting the development of individuals' skills and abilities so that they can fulfill current or future job/role responsibilities more effectively.*

Gaining commitment: *Using appropriate interpersonal styles and techniques to gain acceptance of ideas or plans; modifying one's own behavior to accommodate tasks, situations, and individuals involved.*

Work standards: *Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.*

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- At least five years of experience in related field.
- At least three years of management experience.
- Bachelor's degree in Communications, Journalism, Marketing or related field is required;
- Post-graduate work, professional development or certifications preferred;
- Must possess a valid driver's license and have a good driving record.

PHYSICAL CONTEXT AND WORK ENVIRONMENT

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to see to read documents/reports and use computer.				X
Hearing: Must be able to hear well enough to communicate with staff, donors, vendors, and general public.				X
Sitting: Must be able to sit for long periods of time.			X	
Standing/Walking: Must be able to move about the work area.		X		
Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up items off the floor.	X			
Lifting/Pulling/Pushing: Must be able to lift 20 pounds with or without reasonable assistance.	X			
Grasping/Feeling: Must be able to type, handle documents, and use equipment and electronic devices.				X

WORKING CONDITIONS

This position will be based at the CFO's Springfield office, with some flexibility permitted for remote work. The office work environment is usually a well-lighted, environmentally controlled indoor environment with moderate level of noise. Normal business hours are generally Monday through Friday 8 to 5 with an hour lunch.

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee Signature

Date