

# Grand Rapids Community Foundation

## Position Description

**Position Title:** Strategic Communications Assistant    **Classification:** Non-exempt, Full-Time  
**Department:** Strategic Communications    **Starting Salary Range:** \$39,000-\$44,000

**Reports To:** Vice President, Strategic Communications    **Updated:** October, 2021

**Assists:** Vice President, Strategic Communications; Strategic Communications Department team members as needed.

### **Organizational Overview:**

Grand Rapids Community Foundation leads Kent County in making positive, sustainable change. With its endowment, the Community Foundation supports local nonprofits, leads significant social change and helps donors achieve their philanthropic goals. Guided by our North Star, we believe that for West Michigan to grow and prosper, we must ensure that everyone can apply their talents and creativity to fuel our future. By connecting across perspectives and overcoming inequities, we can build and sustain an inclusive economy and thriving community.

### **Position Overview:**

The Strategic Communications Assistant plays a supportive role to the Vice President, Strategic Communications and Strategic Communications Department. They are responsible for the efficient operation of the administrative activities and clerical functions for the department. The Strategic Communications Assistant will work with diverse stakeholders, including donor, nonprofit, volunteer and community partners.

The Strategic Communications Assistant will have an extraordinary understanding and commitment to the Community Foundation's North Star along with experience working effectively with persons from various cultural, social and ethnic backgrounds. They will have a demonstrated ability to work in a collaborative setting, effectively communicate around sensitive issues, a highly developed cultural awareness and the ability to be an active listener.

The Strategic Communications Assistant will possess a strong interest in organization, collaboration, continuous improvement, and delivering superior customer service. They will have a demonstrated ability to be flexible and adaptive while exercising strong judgement and exceptional attention to detail, all while multitasking to meet deadlines.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Provides general administrative support to department staff members. This includes being a contact for department-related questions and information, obtaining and sorting

mail, copying, scheduling assistance, general upkeep of database records, compiling internal newsletter submissions and preparing Strategic Communications-related correspondence, forms, reports and other word processing and spreadsheet duties as assigned.

- Responsible for scheduling and coordinating internal and external Strategic Communications meetings, interviews, photo shoots, video shoots, etc., ensuring an inclusive and welcoming environment among a variety of stakeholders. This includes scheduling meetings, selecting and scheduling meeting space, accommodating any accessibility needs, ordering food and beverages, coordinating invites, maintaining contact with participants and vendors, facilitating the delivery of materials (meeting resources, interview questions, photo/video shoot instructions, etc.), obtaining photo waivers, preparing and distributing meeting minutes as needed and coordinating set-up and break-down. This could occasionally include attending off-site and after-hours meetings and events.
- Responsible for organizing, cataloguing and archiving print and digital department, media and organizational files, including (media clips, articles, photos, videos, publications, campaign collateral, etc.). Act as point person on filing related questions and maintains existing filing protocols and record retention policies.
- Provide editorial assistance for strategic communications campaigns. This includes assisting with initial research and media scan of prospective features; ensuring correct names, titles, etc. of featured partners are included in materials; compiling campaign requests and updating templates; sending thank you cards and updating mailing lists to ensure featured partners receive final campaign materials; updating constituent database with information and appropriate files.
- Responsible for managing event sponsorship requests. This includes preparing requests to be presented to the Senior Leadership Team, serving as main point of contact with sponsorship partners, submitting logos, processing invoices, managing use of sponsorship benefits (event tickets, etc.), etc.
- Assists with budget monitoring. This includes running reports, tracking expenses and submitting documentation for credit card statements and reimbursements.
- Maintain routine website updates (staff and volunteer partner updates, career opportunities, news, etc.). Assist and serve as primary back-up for news and social media monitoring and content scheduling.
- Contribute to a collaborative staff team working to develop innovative ways to ensure organizational messaging is delivered through an equity lens.
- Special projects as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. High School diploma or GED. Associate degree, or equivalent experience, preferred.
2. Minimum of two years of experience in an administrative function with the ability to work independently, prioritize, schedule and produce work in a timely manner.
3. Experience and knowledge of the nonprofit sector, foundations, communications, public relations and/or marketing preferred.
4. Strong customer service skills with the ability to establish and maintain respectful and inclusive relationships with a diverse network of individual, nonprofit and community partners in a culturally competent manner.
5. Moderate experience with databases and data entry.
6. Effective listening, verbal and written communications skills.
7. Proficient with word processing and spreadsheet programs, preferably the Microsoft Office Suite.
8. Ability to exercise sound judgment in a variety of situations through critical thinking and analytical skills.
9. Attention to detail with a high degree of accuracy and confidentiality.
10. Ability and passion to contribute to a work environment in which collaboration, respect and honesty are valued. Excellent interpersonal skills required.
11. A commitment to excellence and continuous learning and improvement.

**ORGANIZATIONAL COMPETENCIES:**

All employees are required to uphold the values of Grand Rapids Community Foundation which are: Integrity, Excellence, Inclusion, Sustainability and Bold Aspirations. All employees are required to comply with the policies and procedures of the Community Foundation as well as follow all state and federal laws and regulations, including but not limited to those related to donor rights, confidentiality, and the Health Insurance Portability and Accountability Act (HIPPA).

**PHYSICAL REQUIREMENTS**

	<u>Percent of Work Time</u>
1. Sitting	Greater than 60%
2. Standing	Less than 25%
3. Walking	Less than 25%
4. Lifting or carrying up to 30 lbs.	Less than 10%
5. Pushing or pulling up to 30 lbs.	Less than 10%

6. Climbing	Less than 10%
7. Kneeling, stooping or bending	Less than 25%
8. Repetitive movement	Less than 25%
9. Keyboarding	Greater than 60%