



Flourish with us as NPLI's Program & Communications Manager!

Join our (small but mighty) team of dedicated professionals in growing the impact of the nonprofits who make our community a great place to live for all.

As the Program & Communications Manager, you will have the opportunity to shape the programming that NPLI offers the community, equipping our nonprofits with the skills and tools they need to do their important work. In this role, you will manage some of the programming and all of the communications required to keep NPLI top of mind and continue to be known as a trusted ally/advisor that nonprofit leaders can rely on.

If you have four years of training or relevant work experience that includes familiarity with project/program management, process improvement, and nonprofit communications, we want to hear from you! Qualified candidates must also be proficient with Microsoft Office 365, and able to work in a fast-paced environment with multiple and changing responsibilities. Please see the detailed job description below.

We have been certified since 2022 as a silver-level Employee Friendly Workplace by the Fox Cities Chamber of Commerce. This certification recognizes employers who demonstrate a significant commitment to promoting work/life integration by creating a positive work environment and experience for all employees.

We offer a flexible and hybrid working environment. Our team currently works in our office at 4455 W. Lawrence Street in Appleton, WI, or remotely in the Fox Valley area. In addition to a flexible working environment, it is important to us to offer a generous benefit package to our team members. Our current package includes dental, health, and vision insurance, 401(k), paid time off, paid volunteer hours, and professional development. The starting salary is \$55,000 per year. A start date no later than early October 2024 is preferred.

We are excited to learn more about your experience! **Please submit your resume and cover letter to careers@cfoxvalley.org using the following email subject line: NPLI Program & Communications Manager Position.**

Job Description

POSITION TITLE: Program & Communications Manager

DEPARTMENT: Nonprofit Leadership Initiative (NPLI)

LOCATION: Community Foundation for the Fox Valley Region 4455 W. Lawrence St.
Appleton, WI 54914

REPORTING TO: NPLI Executive Director

FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT): Exempt

SCHEDULE: Full-time Benefits Eligible

LAST UPDATED: August 7, 2024

POSITION SUMMARY

NPLI's Program & Communications Manager is part of the Nonprofit Leadership Initiative, a program within the Foundation's dedicated team of professionals who work together under the core values of integrity, respect, teamwork, stewardship, and diversity, equity, inclusion, & antiracism (DEIAR) to support the strategic direction and mission of the Foundation and NPLI, strengthening our community for current and future generations by helping people make a difference in the lives of all.

The **Program & Communications Manager** supports the executive director in organizational planning and monitoring progress to help attain objectives and to enhance productivity and assists with performance and operations management. The person holding this position is a leader in the organization, engaged in strategic thinking. The manager works with staff, volunteers, donors, and the community to build awareness of the organization and enhance existing relationships through strategic communications and programs which address all aspects of the mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Fundamental Responsibilities

Operations

- Assist in developing and implementing plans and goals for the organization.
- Work with the director to coordinate and supervise daily operations.
- Ensure compliance with regulations and internal policies.
- Monitor attainment of objectives.
- Assist in budgeting and monitoring expenses.
- Represent the organization on behalf of the Executive Director, when needed.

Programs

- Build relationships with participants and stakeholders.
- Identify and assist with recruitment of qualified trainers to facilitate programs.
- Provide guidance and support to trainers in modifying curriculum materials to meet the needs of program participants.
- Work with team to ensure post-event processes are completed, including survey distribution, attendance tracking, and materials distributed to survey respondents.
- Monitor and evaluate program metrics to assess program effectiveness and identify areas for improvement
- Assume lead staff role in working with the Program Committee and in vetting and developing new programs and evaluating existing programs.

- Assume lead staff responsibility for all aspects of Board Connect program including event management, promotion and maintenance of Board Connect website.
- Create reports and submit them to the director or other executives.
- Assist in scheduling of events and coordinating trainer contracts.
- Coordinate promotional activities of programs including creating website events, registration pages and corresponding emails, printed materials as needed and social media advertising.
- Work with administrative support to coordinate site locations, refreshments, invitations, and other items as needed for programs and events. Maintain accurate records of event reservations.
- Provide exceptional experiences for attendees and sponsors.

Communications

- Assume lead staff role in working with Marketing/Communications committee to develop and ensure execution of marketing/communication plan.
- Develop and maintain an annual communications calendar.
- Initiate, coordinate, write, and edit communications that create awareness and build momentum.
- Manage the development, distribution, and maintenance of print and electronic materials which may include donor correspondence, printed and electronic newsletters, fundraising appeals, event invitations and programs, video, and any other materials deemed necessary to meet the mission.
- Assist in updating and maintaining the website to be consistent, accurate, and compelling. Assist in building social media presence with appropriate content.

General Duties and Team Support:

- Attend committee meetings and work cooperatively with and creating a vibrant volunteer base.
- Assist with special projects and general office support as needed or requested.
- Serve as an ambassador for and represent the organization at community events.
- Assist with the writing and proofing of grant applications.
- Attendance at meetings outside our office or regular business hours may be required periodically.
- Recommend opportunities to create efficiency in staff operations and processes.
- Support the work of the Executive Director and the committee members as requested.

This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.

EDUCATION AND/OR EXPERIENCE

- Bachelor's Degree or 4+ years of experience relevant to the major responsibilities of the position.

KNOWLEDGE, SKILLS AND ABILITIES

- Exceptional writing, editing, and verbal communications skills.
- Highly organized and attentive to details.
- Outstanding interpersonal communication skills.

- Excellent organizational and leadership skills.
- Aptitude in problem-solving.
- Proficiency with Microsoft 365 applications.
- Highly motivated self-starter and goal oriented.
- Ability to work independently and collaboratively as a member of a team.
- High level of professionalism, integrity, and ethics with respect for, and discretion about confidential information.
- Ability to handle multiple tasks simultaneously and manage time effectively.
- High level of creativity and ability to complete creative tasks or motivate others to accomplish the shared vision.
- Experience with marketing, and website best practices is a plus.
- Preferred experience in the non-profit sector and with event planning.

WORK ENVIRONMENT AND JOB SPECIFICATIONS

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodation, to successfully perform the essential functions of this job. Primarily perform work in an office environment.

- Primarily perform work in an office environment.
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for extended periods of time.
- Lift and/or move up to ten pounds and occasionally lift and/or move up to twenty pounds
- Travel occasionally to surrounding area businesses for events, meetings, etc.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.