YAMPA VALLEY
COMMUNITY FOUNDATION

**Marketing and Communications Manager**

**Position**: Marketing and Communications Manager
**Employment**: Full time (32 to 40 hours/week)
**Location**: Steamboat Springs, CO
**Organization Name**: Yampa Valley Community Foundation

**About the Organization**

The Yampa Valley Community Foundation (YVCF) works to preserve and strengthen the shared community values that make the Yampa Valley a special place to live, work, and raise a family. Through philanthropy, nonprofit support, and community leadership, YVCF connects people, resources, and ideas to address community needs and create lasting impact. We provide support for local nonprofits in helping them fulfill their missions and build capacity, partnership for philanthropists who want to make an impact through their giving, and resources for our communities in addressing challenges.

**Position Summary**

Reporting to the CEO, the Marketing and Communications Manager leads and carries out the Yampa Valley Community Foundation's communications, marketing, brand, and public relations strategy. The Manager works across the Foundation to share the impact of local philanthropy, connect donors and nonprofit partners with resources, and build awareness of YVCF's work in Routt and Moffat counties. The role combines strategic planning with hands-on content development, media relations, digital communications, and event management.

**Essential Responsibilities**

**Strategy and brand**

- Develop and implement YVCF's communications plan, setting annual priorities, budgets, and measurable goals. Use performance data and audience feedback to refine the plan.
- Serve as YVCF's lead communications advisor. Maintain brand standards, voice, and key messages, and help staff and external partners apply them consistently.

**Content and digital communications**

- Manage the editorial calendar and coordinate communications across the website, email, social media, and print. Keep content current, accurate, and accessible.
- Develop and oversee production of impact reports, newsletters, fundraising appeals, donor stewardship materials, and program and event promotions.
- Work with staff, donors, nonprofit partners, and community members to gather stories, photos, video, and impact data that show what local philanthropy makes possible.

**Media and community outreach**

- Build relationships with local and regional media, pursue earned media opportunities, and coordinate announcements, press releases, media inquiries, and public statements.
- Work with program staff to promote grantmaking, scholarships, nonprofit support, and community initiatives. Prepare speeches, presentations, and talking points for the CEO and other leaders, and assist with sensitive or crisis communications as needed.

**Event planning and coordination**

- Plan and deliver YVCF events from concept through completion, managing budgets and logistics and coordinating with venues, vendors, staff, and volunteers.
- Evaluate event outcomes and apply what worked to future events.

**Qualifications**

Required Qualifications

- Bachelor's degree in communications, marketing, journalism, public relations, nonprofit management, or a related field, or an equivalent combination of education and professional experience.
- Three to five years of progressing responsibilities in communications, marketing, public relations, or a related field.
- Demonstrated experience developing and implementing strategic communications plans.
- Exceptional writing, editing, and storytelling skills, with the ability to communicate complex information clearly and compellingly.
- Strong understanding of branding, marketing, public relations, and digital communications.
- Demonstrated ability to manage multiple projects, priorities, and deadlines.
- Excellent interpersonal skills and the ability to collaborate effectively with diverse stakeholders.
- Strong organizational skills, sound judgment, creativity, and attention to detail.
- Experience using digital communications platforms, website content management systems, email marketing tools, photography/video, and social media.
- Ability to work both independently and collaboratively in a mission-driven organization.

Helpful Qualifications

- Experience in nonprofit communications, philanthropy, community foundations, or fundraising.
- Familiarity with the Yampa Valley and the communities of Northwest Colorado.
- Experience managing contractors or leading cross-functional projects.
- Experience developing communications for fundraising campaigns and donor engagement initiatives.
- Experience with communications analytics, graphic design tools, and digital marketing.
- Demonstrated ability to translate organizational strategy into effective communications initiatives.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time. Remote work is not available for this position.

**What it's like to work at the Yampa Valley Community Foundation**

As a nonprofit, mission-oriented organization, YVCF attracts and retains staff who are primarily motivated by the work we do and the culture we offer. Our work culture inspires face-to-face interaction, idea sharing, serendipitous interactions and informal meetings. Our team is highly collaborative - everyone pitches in and everyone shares in the success of the organization. Each staff member is a passionate and effective ambassador for the organization.

**Compensation**: This is a full-time (32 to 40 hours/week) exempt position. The Yampa Valley Community Foundation offers an attractive benefits package to full-time employees, including paid time off, retirement contribution, ski pass, matching charitable gift program, and medical, dental, vision, and disability insurance. The full-time (40-hour equivalent) starting salary for this position ranges from $70,000 to $75,000, depending upon experience. The position will report to the CEO.

**The Yampa Valley Community Foundation's anti-discrimination policy:** It is the policy of the Yampa Valley Community Foundation to provide equal employment opportunity for all persons. The Yampa Valley Community Foundation does not discriminate on the basis of sex, race, color, national or ethnic origin, religion, sexual orientation, gender identity, age, physical ability, military or veteran status, or any other characteristic protected under federal, state or local law.

**How to Apply:**
Please send a cover letter and resume to admin@yvcf.org .