



Cambridge Community Foundation Digital Communications Officer March 2024

Position Overview

The Cambridge Community Foundation seeks a Digital Communications Officer to join its dynamic team at an exciting moment in the organization's history – as we execute on a new strategic plan to make a bigger impact on Cambridge's future and the success of all its residents. Reporting to the Vice President of Marketing and Civic Engagement, the Digital Communications Officer role is a full-time, salaried position responsible for supporting the Foundation's communications and marketing efforts, including social media activity, website updates, writing e-newsletters, producing multi-media content, supporting outreach and advertising efforts, and other office functions as necessary.

Roles and Responsibilities

- Develop, manage, and distribute content for social media, websites, email campaigns, newsletters, press releases, promotional materials and other marketing-related collateral
- Serve as point for website updates and management; monitor, measure, and analyze website traffic and success of campaigns
- Help create and execute targeted marketing campaigns
- Advance visual storytelling through edited video and multimedia
- Collaborate with Program and Development teams on targeted outreach materials
- Manage special events in partnership with CCF staff and consultants
- Contribute to other staff/office needs as necessary

Experience and Required Skills

- Excellent writing, editing, and organizational skills, including strong attention to detail
- Proficiency in Microsoft Office, Wordpress, MailChimp, Adobe Suite (Photoshop), Canva, and video editing software
- Knowledge and experience in managing social media platforms
- Comfort working in a nimble and fast-paced environment
- Strong problem-solving and project management skills.
- Ability to work with confidential information and interact with donors, board members, volunteers, nonprofits and the communities they serve
- Bachelor's degree required and at least 3 years' experience preferred
- Knowledge of Cambridge is a strong plus

Compensation and Benefits

This is a full-time, salaried position with full benefits including 3 weeks paid vacation plus 40 hours of sick time, subsidized Health and Dental insurance (75% covered by CCF), Vision/Life/Disability insurance (100% covered by CCF), and a 403(b) plan to which the Foundation has historically made an annual discretionary profit-sharing contribution. Compensation range is \$60,000 - \$65,000 commensurate with experience.



To Apply

To apply, please submit a resume and a cover letter to careers@cambridgecf.org. You may address your cover letter to Lauren Marshall, VP Marketing & Civic Engagement.

About the Foundation

The foundation of and for all of Cambridge, we aspire to make our community vibrant, just, and equitable. Established in 1916, the Cambridge Community Foundation supports the well-being of all of Cambridge through grantmaking to nonprofits, civic leadership, and philanthropic partnerships.

We are committed to thinking big and pursuing bold, innovative ideas to solve our city's most pressing problems. As a grant maker, we support 150+ local nonprofits annually. As a civic leader, we conduct research and initiate cross-city conversations and collaborations that lead to impactful change in the city. We serve as the philanthropic home for Cambridge, working with our donors and partners to address community needs.

Cambridge Community Foundation's goal is to foster an inclusive and empowering environment for all employees. The Foundation is an equal opportunity employer. We do not discriminate on the basis on race, religion, color, national origin, sex, gender identity, sexual orientation, age, veteran status, medical condition, status as an individual with a disability, or any other basis applicable by law.