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**Become a part of *“something bigger”!***

**Do you have a strong sense of community and take pride in “giving back”? If so, this may be the opportunity you’ve been looking for…**

Established in 2001, the Community Foundation of Chippewa County is a nonprofit corporation created by and for the people of Chippewa County to help donors make a positive influence within our area communities.

We currently have an opening for an enthusiastic candidate to join our team as a part-time(20 – 24 hours/week) **Communications and Donor Services Manager.** The position will work to create, develop and implement engaging and up to date content across all Foundation communications and promotional materials. Will also assist with programs and events that meet the goals of the Foundation and serve donors to support their philanthropic goals.

**Competencies:**

1. A passion for community involvement and philanthropy.
2. Excellent writing/editing and verbal communications skills.
3. Desire to serve in a professional, nonprofit working environment with strong customer service orientation.
4. Experience in content development and managing social media, website and databases.
5. Organizational ability to multi-task, track multiple projects, meet deadlines, and set priorities
6. Relationship builder with flexibility, integrity, and credibility

**Education:**

* Bachelor’s or Associate degree in Communications, English, Marketing or related field
* Proficient in Microsoft Office

**Compensation & Benefits:**

$24.00 - $28.00/hour

Paid Time Off

Summer Hours

**Interested Applicants can send their cover letter and resume to:**

search@yourlegacyforever.org

## Equal Employment Opportunity

It shall be the policy of the Community Foundation of Chippewa County to extend equal employment opportunities to all qualified persons in all occupations without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, pregnancy, veteran status, military obligations, and marital status. This policy will prevail throughout every aspect of the employment relationship including recruitment, selection, placement, training, compensation, promotion, layoff and termination.