



## Communications Specialist Job Description

### About the Community Foundation of Anne Arundel County (CFAAC)

Established in 1998, CFAAC is one of 900+ community foundations nationwide. We are an independent 501(c)(3) public nonprofit with a mission to inspire and promote giving in Anne Arundel County by connecting people who care with causes that matter. We envision a vibrant and generous community that comes together to enhance the quality of life for all. Our role is to promote philanthropy, help identify critical community needs, partner with donors to achieve their philanthropic and financial goals, and foster collaboration that strengthens the nonprofit sector in Anne Arundel County.

Since its inception, CFAAC has created spendable and permanent sources of funding for the intended purpose of grantmaking to nonprofit organizations. Through two giving circles and 300+ Donor Advised, Scholarship, Memorial, and Legacy Funds, the community foundation supports the philanthropic community by granting \$6-\$9 million annually in Anne Arundel County and beyond. As a service to the community, CFAAC produces a needs assessment report, *Poverty Amidst Plenty*, every three years to help understand and track the needs in Anne Arundel County. We provide a variety of online and in-person education programs to donors, nonprofit leaders, and professional advisors throughout the year.

The Communications Specialist plays a vital role in our small, mighty, and fast-paced organization, which is known for its high-quality donor service, trusted community partnerships, and thoughtful philanthropic advising. As a rapidly growing community foundation, CFAAC is expanding its impact across the county. This position is central to advancing our external communication objectives for an audience of donors, nonprofits, and the general public.

**Part Time:** 15-25 hours/week with pro-rated benefits.

**Hourly Rate:** \$26-\$29

**Physical Demands/Work Environment;** The work is performed primarily off site in a home office (remote) with periodic in-person office meetings.

**Supervision:** The Communications Specialist reports to the President and CEO.

**To apply:** Submit a resume **and** attach a cover letter through [Indeed.com](https://www.indeed.com) by July 14, 2026.

## Our Ideal Candidate

We are seeking a professional who is energized by being a critical member of a dynamic team helping to increase philanthropy in Anne Arundel County. We require a team member who is positive, energetic, enthusiastic, has a strong work ethic, and high attention to detail. Like the members of our current team, we are looking for someone who is willing to roll up their sleeves and do the work that needs to be done to help move the organization forward. The successful candidate must have the following:

- Exceptional verbal and written communications skills
- Bachelor's Degree (or equivalent work experience)
- Work experience in jobs that demonstrate knowledge, initiative, self-motivation, and follow-through
- Proficiency with social media
- Strong organization and time management skills; meet consistent deadlines
- Ability and willingness to manage multiple tasks and priorities
- Strong administrative and editing skills, including high attention to detail
- Proficiency in Google Suite, Microsoft Office (Word and Excel)
- Basic WordPress knowledge
- Basic understanding of email platforms
- Understanding of ethical use of AI and adherence to CFAAC AI policy
- Interviewing and transcription skills
- Congenial personality, sense of humor, self-aware, flexible, resourceful, emotionally intelligent, confident, and results-oriented
- Self-motivation, curiosity, and a desire to learn
- Ability to quickly embrace and incorporate direct feedback
- Maintain a keen sensitivity to confidentiality
- Ability to analyze and revise operating practices to improve effectiveness and efficiency
- Deep commitment to philanthropy and the social good

### **Additional qualifications (preferred, but not required)**

- Experience in fundraising-focused marketing/writing
- Familiarity with SEO and GEO best practices

## Job Description

The Communications Specialist is responsible for the creation of marketing, communications, public relations, and events written materials in partnership and collaboration with the Marketing and Communications Manager, the Director of Philanthropic Resources, and other members of the CFAAC staff. Reporting to the President and CEO, the Communications Specialist is primarily responsible for the following:

- Strategic and tactical planning, development, evaluation, and coordination of marketing, branding, social media presence, events and communications materials in conjunction with the Communications Manager

- Development and implementation of strategic and comprehensive communication plans and messaging for both internal and external audiences in conjunction with the Communications Manager
- Preparation of (writing) marketing collateral and source contributions from across the organization
- Writing, editing, and publishing copy for the monthly electronic newsletter, blog posts, brochures, profiles, and other external materials to promote and inform various audiences about CFAAC
- Collaboration with all staff to create, edit, review, and publish fresh and relevant content to the CFAAC website
- Providing social media content when needed: Posting/commenting on CFAAC Instagram, LinkedIn, and Facebook page, including curating relevant news and stories from our programs and internal events
- Interviewing one-on-one and transcribing
- Working collaboratively with President/CEO and Director of Philanthropic Resources, to nurture strategic relationships with influencers, journalists, and partners on social media. Currently ghostwriting a monthly column for The Capital Gazette and capitalgazette.com
- Supporting marketing and advertising projects and other responsibilities on an as needed basis
- Identifying and implementing new marketing channels and opportunities as they emerge
- Writing marketing and communications material for special events, including CFAAC's annual Celebration of Philanthropy Luncheon, Community Impact Speaker Series, and Strengthening Nonprofits Speaker Series
- Executing projects across print and digital media that reflect CFAAC's brand
- Providing written content as appropriate to create graphics, videos, manage materials, and print orders
- Writing and editing the CFAAC Annual Report in the early spring
- Providing content for event-related collateral (invitations, handouts, presentations, etc.) for printing and distribution
- Writing minutes for quarterly board meetings and ensuring they get to the board in a timely manner after the meetings
- Updating CFAAC's Style Guide and adhering to it
- Editing CFAAC's Community Needs Assessment Report and providing writing support for publicizing the report every three years

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The duties of this position will be delineated over time in coordination with the Marketing and Communications Manager.

**To apply, submit a resume and cover letter through [Indeed.com](https://www.indeed.com) by July 14, 2026.**

*CFAAC is an equal opportunity employer. We greatly value the diversity of individuals, ideas, perspectives, insights, and values, and what they bring to our mission, culture, and outcomes.*