



Position Title: Communications Director

Salary Range: \$65,000–\$70,000 (based on Full Time, DOE & DOQ)

Schedule: .75 to Full-Time (DOE & Organizational Need)

Benefits: \$12,000 in lieu of health benefits, \$1,000 retirement contribution, The Alaska Club membership

Status: Start as soon as possible

Position Overview

The Communications Director is a new leadership role at the Foundation. This position leads the strategy, creativity, and increases the voice of the Foundation, providing communications that inspire, drive visibility, and engage people in philanthropy. As a key member of a four-person mission-driven team, this role is central to the creation and execution of brand guidelines, strategy, positioning, storytelling, digital presence, and event execution ensuring all messaging reflects the Foundation’s mission, and strategic framework.

Collaborating closely with the Executive Director, staff, and board members this position ensures messaging strengthens donor relationships, and advances community impact. The position requires both strategic vision and hands-on execution, being equally comfortable in crafting high-level messaging and producing inspiring written materials. Based in Juneau, the Communications Director shapes the Foundation’s public presence. As such, it requires strong relationship-building skills and the ability to communicate across multiple platforms to position the Foundation as a trusted community partner.

This position is ideal for someone who thrives in a collaborative environment, values community impact, and understands the role a community foundation plays in regional philanthropy. As with all our positions, the successful candidate is someone who can fill in other areas as needed.

Key Responsibilities

- * Envisions, develops, and implements an integrated communications and engagement strategy to promote Foundation goals and programs.
- * Defines messaging, identifies key audiences, segments donors, and ensures consistent storytelling across all platforms.
- * Comfortable interviewing donors and grantees get their stories for publication use.
- * Oversees external vendors (design, web, print) to ensure quality, brand consistency, timelines, and budgets.
- * Produces high-quality written and digital content, including the annual report, newsletters, donor communications: cards, letter inserts, press releases, impact stories, website content, social media, grant announcements, video, and public presentations.
- * Leads website strategy and content management, improving usability and user experience in



collaboration with web developer.

- * Supports campaigns, donor stewardship community engagement, and grant programs.
- * Ability to build and maintain our communications asset library.
- * Becomes proficient and manages portions of the Foundation's database.
- * Ensures fund advisors and donors receive timely information about their funds and community impact.
- * Collaborates across staff to ensure messaging aligns with programs, fundraising, and organizational goals.
- * Administers a small portfolio of grant programs and communicates their impact.
- * Plans and executes Foundation events, including donor gatherings, community briefings, and philanthropic events that strengthen visibility and relationships.

What We Are Looking For

A candidate with exceptional writing, editing and storytelling skills and the ability to turn complex work into compelling narratives. A team member with strategic understanding of nonprofit communications, donor engagement, legacy giving, and audience. Familiarity with cultivating long term donor relationships around estate or legacy commitments is valued. This position requires strong digital skills, experience with data and content management systems, social media, and website strategy and campaign design and implementation.

Technical proficiency Canva, Mailchimp, Microsoft Word, PowerPoint and Excel and a willingness to learn our database system (Foundant's Community Suite) are required. Experience creating and posting social media content is essential. Experience with WordPress and basic social media and website content management is strongly preferred.

The successful candidate is organized, detail-oriented, able to learn quickly and manage multiple projects while meeting deadlines. Someone who can combine strategic thinking with hands-on execution and bring a genuine commitment to strengthening community through mission-driven communication.

This position, located in Juneau, Alaska, offers an opportunity to shape the public presence and narrative of a community foundation serving Juneau and Southeast Alaska, while working within a dedicated and collaborative team committed to long-term community impact.

To apply, please email your resume, a cover letter, and 2-3 examples of relevant communication work or links to a portfolio to info@juneaucf.org. Applications will be reviewed as they come in. This position is open until filled.