

JOB TITLE: Foundation Communications Specialist
ENTITY: Foundation
DEPARTMENT: Foundation
REPORTS TO: Director of Development and Engagement
EFFECTIVE DATE: March 2026
FLSA CLASS: Exempt
JOB LOCATION: Remote

JOB SUMMARY

The Foundation communications specialist is responsible for managing and executing the Foundation’s communications strategy, including writing and maintaining the communications calendar and developing email appeals, social media content, donor stewardship messages, blogs and articles for publications such as *The Lyre* magazine. This role serves as a strong storyteller and collaborator, contributing to fundraising and cultivation strategies for key giving initiatives, while also supporting housing fundraising services and producing housing-related newsletters and Enterprise communications. This position plays a critical role in elevating the Foundation’s voice and advancing annual and strategic fundraising goals.

ESSENTIAL FUNCTIONS AND REQUIREMENTS

FUNCTION	REQUIREMENTS
<p>Foundation Communications</p>	<ul style="list-style-type: none"> Executes a communications plan for Foundation audiences that aligns with Enterprise messaging and supports fundraising goals, including direct mail, the annual report, campaign communications, Foundation Partner updates, Leadership Circle newsletter and webinars, Scarlet Ribbon Society updates, housing newsletters, planned giving newsletters and email solicitations Partners with marketing department to develop templates and tools that enhance communication with Foundation audiences, including the execution of email and social media campaigns

	<ul style="list-style-type: none"> • Collaborates with marketing department to develop content for Foundation features in the quarterly publication of <i>The Lyre</i> magazine • Facilitates information exchange with team members and Fraternity departments to gather descriptions, outcomes and impact stories from Foundation-funded programs for use in communications and proposals • Works collaboratively with the director of development operations to manage communications and secure approvals for Community Impact chapter fundraisers, ensuring accuracy, compliance and clear guidance to chapters
<p>Donor Engagement</p>	<ul style="list-style-type: none"> • Assists in the implementation of donor stewardship and communications programs • Partners with the Enterprise events manager and Foundation team to execute stewardship events – both virtual and in-person – including Leadership Circle webinars, Discovery Experience and convention-related programs
<p>Annual Giving</p>	<ul style="list-style-type: none"> • Collaborates with the development and engagement team to develop copy and content for annual giving initiatives (e.g., Day of Giving, Founders’ Day Challenge, Star Challenge) across the website, email campaigns, blogs, social media and direct mail • Works collaboratively with the development and engagement team to execute stewardship plans supporting direct mail, email appeals and special giving initiatives • Assists in executing strategies that encourage collegiate giving, including the promotion and marketing of the Scarlet Ribbon Society program
<p>Foundation Marketing Materials</p>	<ul style="list-style-type: none"> • Works with marketing department to develop and manage Foundation marketing materials such as brochures, folders and giveaway items • Coordinates with marketing department on the development and delivery of campaign-related marketing materials, as needed • Assists in implementing campaign donor recognition and stewardship plans, including regular stewardship communications, as needed

<p>Housing Campaign Services</p>	<ul style="list-style-type: none"> • Provides project management support for housing fundraising campaign projects • Manages program operations and content creation for the Foundation’s chapter newsletter program supporting housing campaign services • Serves as a liaison to marketing department and external design/printing vendors to ensure timely delivery of housing campaign collateral and chapter newsletters per contractual commitments • Assists the chief development officer with tracking expenses and ensuring timely invoicing for project-related costs
<p>Fiscal Responsibility</p>	<ul style="list-style-type: none"> • Communicates observations of noncompliance with Alpha Chi Omega Foundation policies, IRS guidelines, ethical fundraising standards or applicable laws through appropriate channels • Performs all control-related and confidential activities with care and accuracy • Ensures cost-effective use of Foundation resources and assets • Follows established processes for timely and accurate invoice payment, expense reporting and reimbursement requests
<p>Organizational Culture and Leadership</p>	<ul style="list-style-type: none"> • Ensures timely and effective communication with supervisor regarding issues, concerns or decisions impacting the organization • Supports and contributes to a values-driven, success-focused, team-oriented and accountable organizational culture • Promotes continuous improvement through application of industry best practices, acquired knowledge and appropriate automation • Performs additional assignments and duties as requested

CONTACTS

This position has regular contact by phone, video conference, email and written correspondence with all levels of staff, operational volunteers, elected leaders and boards, third-party partners and vendors, and collegiate and alumnae members. This position reports directly to the director of development and engagement.

KNOWLEDGE, SKILLS AND ABILITIES

Qualifications required:

- 1-2 years experience in nonprofit fundraising, marketing or communications
- Experience with marketing communications programs such as Constant Contact, MailChimp, Informz or ParDot preferred; experience with using HigherLogic's Informz platform is strongly preferred
- Strong service orientation, professionalism, confidentiality and discretion
- Excellent organizational skills and attention to detail
- Excellent written and verbal communications skills required; experience with writing and storytelling for fundraising preferred
- Works with a sense of urgency; strong project management skills and ability to manage multiple priorities simultaneously in a rapidly changing environment
- Ability to work collaboratively as part of a goal-oriented and high-achieving team
- Proficiency with Microsoft Office suite required; technical aptitude to learn internal systems and required packages
- Proficiency with design programs such as Microsoft Publisher, Adobe Creative Suite or Canva preferred

EDUCATION

Bachelor's degree in communications, public relations, nonprofit management or related field required

WORKING CONDITIONS

The working conditions and physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

This is a full-time position, with a required minimum of 40 hours per week. Office hours are 8:30 a.m. – 5 p.m. Eastern Time, Monday through Friday, with a degree of flexibility available with approval. It may be necessary at times for the employee to work beyond the standard workweek, including occasional evenings or weekends, to complete assigned tasks. The employee may occasionally be asked to travel (estimated to be less than 5%) on behalf of the organization for department meetings or professional development.

PHYSICAL REQUIREMENTS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit and work on a computer for extended periods of time. The employee will be required to stand, walk, stoop, kneel, lift, carry, pull, grasp and bend over. The employee must be able to lift, carry and move up to 30 pounds as needed. Must be able to move in and between various facilities and handle exposure to inclement weather.

Strong sensory skills, such as good eyesight, good hearing and dexterity are necessary for the performance of this position. Must be able to interact with others, both in person and through telephone, video conference, email and written correspondence.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.