

Job Title: Communications/Marketing Associate
Reports To: Director of Communications and Marketing
Time Schedule: 40 hours per week
Status: Exempt
Date: Applications accepted beginning July 6, 2026. Open until filled.

Job Summary

Provide support to the Director of Communications and Marketing and the Development Director Central in the development and implementation of high quality content to promote the work of the North Dakota Community Foundation, its component funds, and philanthropy in general.

Principal Duties and Responsibilities

Communications and Marketing

- Assist with producing written content for newsletters, brochures, flyers, annual reports, press releases, news stories, fundraising letters, emails, and presentations for the Foundation and its component funds.
- Assist in the creation of graphics, charts, and other design elements for use in publications.
- Assist with content creation and strategy development for social media platforms, including but not limited to Facebook, LinkedIn, and YouTube.
- Maintain a Content Calendar for all marketing emails, news releases, and social media content.
- Keep the Foundation's and component fund websites current, updating and changing content as necessary.
- Develop and maintain analytics and performance tracking metrics for social media and the Foundation's website. Recommend adjustments and new efforts to increase traffic, engagement, and strategic communications.
- Provide grammatical expertise and proofing of materials prepared by other staff to ensure consistency and the highest level of quality in all published materials.
- Ensure that all publications are current, accurate, and in adherence with the Foundation's brand guidelines (or component fund's Style Guides.)
- Assist in the planning of events for both the foundation and its component funds.
- Manage inventory, ordering, and distribution of promotional materials.
- Maintain strict confidentiality regarding all private matters and sensitive donor and financial data pertaining to NDCF.

Administration and Database Management

- Contribute to the maintenance of records in the database and associated mailing lists.
- Develop and extract reports from the database as needed. Maintain and update distribution lists in email marketing system.
- Create campaign mailing lists, review/edit fundraising letters, and assist with distribution (folding, stuffing, mailing).
- Adhere to established protocols and file management standards when entering or updating data.
- Assist in maintaining file management system for the creation and storage of documents, imagery, publications, and graphics. Files should be organized in a logical and easily retrievable format.
- Maintain and update media contact lists

- Monitor supply levels of brochures, notecards, and other marketing materials.
- Assist in the processing and distribution of component fund annual reports and other products.

Operational & Program Support

- Assist in answering NDCF's main line and greeting visitors, when necessary.
- Provide support to all NDCF departments as needed to ensure operational success.
- Provide orientation and technical support to NDCF personnel regarding website and social media.
- Maintain a professional and cordial spirit, delivering high-level customer service during all stakeholder interactions.
- Participate in NDCF staff meetings and assist with system-wide projects as assigned.
- Other duties as apparent or assigned.

Non-Essential Functions and Responsibilities

- Participate in professional development as determined by supervisor.
- Keep current regarding trends and developments in community foundation marketing and communications as well as editorial changes in the Associated Press Stylebook.

Qualifications

- Associate or bachelor's degree in communications, marketing, English, journalism, business or other related field.
- Experience in the nonprofit field a plus, but not required.
- Two+ years of related experience preferred, but not required.
- Strong attention to detail and ability to maintain a high degree of accuracy when entering data
- Strong understanding of the Microsoft Suite (Excel, Word, PowerPoint, etc.)
- Experience with tools such as Canva or other graphics design software, email marketing platforms, social media platforms, and website content management systems.
- Proficiency in proofreading and editing as well as ability to meet deadlines and prioritize multiple projects.
- Maintain ethical behavior in all interactions.
- Able to develop effective working relationships with others.
- Ability to apply common sense understanding to carry out instructions.
- Ability to multi-task and read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Maintain a safe and secure environment
- Ability to deal with problems involving several variables.
- Willing to grow in the position.

Working Environment/Physical Demands

This is a permanent full-time position working onsite at NDCF's Bismarck office.

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors. The employee must be able to meet deadlines within time constraints. The noise level in the work environment varies from mild to moderate.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, and use finger dexterity. The employee is occasionally required to kneel, crouch, stoop, reach, bend, twist, and lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee must also be able to communicate effectively and calmly with others; maintain a calm and professional demeanor; make non-routine judgments; and organize and manage tasks within time

constraints. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.

Anticipated Salary Range: \$48,000 - \$62,000

Generous benefits package includes: vacation leave, sick leave, paid holidays, paid health insurance, vision/dental allowance, and very generous retirement allowance.

To Apply

This position is available to begin immediately and will be filled as soon as a qualified candidate is identified and accepts the position. Applicants must be able to pass a drug test and criminal background check.

Email as an attachment a cover letter & resume to Christi@NDCF.net or mail to:

Christi Stonecipher, Director of Communications
North Dakota Community Foundation
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