



## Chief Communications Officer

### About Arkansas Community Foundation

For nearly 50 years, Arkansas Community Foundation has engaged people, connected resources, and inspired solutions to build strong communities in our great state. As the state's largest grantmaker in the number of grants made, the Foundation uses all its capital – social, moral, intellectual, reputational, and financial - to leverage its network of community leaders and philanthropists to create places where our kids want to raise their kids.

The Foundation works in all 75 counties primarily through a network of 29 local offices with local board leadership. With assets of almost \$1 billion, the Foundation makes approximately 5,500 grants a year mainly through donor-engaged grantmaking. The Community Foundation deploys its assets – financial and otherwise – through what it calls the Aspire Framework based on data and indicators.

Currently, its initiatives include early childhood health and education and food security.

The Community Foundation is guided by these core values:

We are **LOCAL**. We support local decisions to meet local challenges.

We are **INCLUSIVE**. We seek broad community involvement and all points of view.

We are **STEWARDS**. We take seriously the public's trust.

We are **STRATEGIC**. We strive to achieve positive long-term results.

In addition, our work culture emphasizes these key tenets:

**Relationships** are our priority:

- We have respect, empathy, and appreciation for each other, nonprofit partners, donors, and other constituencies.

**Stewardship** is our duty:

- We are mindful that the assets we deploy are not "ours," and we strive to be responsive to donors and nonprofits who have entrusted us to do good for our communities.

**Joy** is our intention:

- We are grateful, flexible, and have fun doing the work we do.

#### The Position: Chief Communications Officer

The Chief Communications officer is a key member of the Foundation's leadership team working closely with the Chief Executive Officer and entire organization to carry out the strategic work of the Community Foundation. This position is responsible for overseeing the Foundation's branding, marketing, internal and external communications and engage targeted audiences to raise awareness of the organization's statewide impact.

#### Experience and Qualifications Needed

- Demonstrated experience in leading strategic communications, marketing and branding initiatives
- Excellent written, verbal communication and interpersonal skills
- Knowledge of Arkansas and/or experience with supporting communications efforts across an affiliated network
- Collaborative team style and experience in senior leadership role
- Ability to influence positive change and to collaborate creatively with diverse stakeholders

#### Salary Range

Salary range is \$90,000-\$110,000 based on experience and demonstrated success.

#### To Apply

Please email a cover letter and resume to [kbland@arcf.org](mailto:kbland@arcf.org) with "Chief Communications Officer" in the subject line by December 22, 2025. *The cover letter should address the following questions:*

- How have you led communications in a complex organization with multiple stakeholders and voices, and what have you learned from that experience?
- Why do you want to work at Arkansas Community Foundation?



<b>Job Title:</b>	Chief Communications Officer
<b>Employed By:</b>	President/CEO
<b>Responsible To:</b>	President/CEO
<b>Status:</b>	Regular Exempt Employee
<b>Purpose Of Position:</b>	<p>This position is responsible for creating and implementing strategies for promoting and increasing the Foundation's brand awareness and communicating its priorities to donors, potential donors, board members, professional advisors, local affiliate boards, staff and other constituencies. This position will be responsible for building and maintaining internal communications. This position is a member of the leadership team and will work with the President and CEO to provide overall strategy and management of the Foundation.</p>

#### **PRINCIPAL RESPONSIBILITIES:**

##### ***Communications:***

- Create and implement external communications strategies with measurable results.
- Develop, manage, monitor, elevate and reinforce the Foundation's brand across all owned channels and stakeholders statewide.
- Create and implement strategies to increase internal communications, relationships, and knowledge.
- Develop and manage the internal systems and efficiencies to support communications.
- Oversee, manage and/or produce all communication periodicals both written and electronic.
- Oversee, manage and/or produce all marketing pieces and ads for the Foundation.
- Facilitate the entire production of Foundation's annual report.
- Develop content for the website and social media outlets.
- Develop story ideas to pitch to media; write stories for publication.
- Develop and maintain media lists; establish strong relationships with media.
- Prepare and distribute press releases, feature stories and editorials for local press.
- Coordinate multi-media presentations.
- Coordinate press conferences, photo opportunities, recognition events, and other events.
- Draft letters, speeches and regular communications from CEO to constituencies.
- Coordinate staff meetings including identifying content to maximize effectiveness.

- Oversee new-staff orientation and ensure that all employees understand the Foundation's culture and their role in carrying out its mission.
- Seek opportunities to promote staff cohesiveness, office culture and encourage fun.
- Plan and implement annual staff training calendar including periodic conferences and retreats.
- Guide, train and assist the local affiliate offices in communications efforts.
- Monitor national trends related to philanthropy and the topics of communications.

***Management & Leadership:***

- Manage all administrative aspects of the communications team including staff recruitment, personnel development and supervision.
- Foster collaboration among the Foundation's departments.
- Develop and monitor the department's annual operational budget.
- Represent the Foundation publicly at events, speaking engagements, with media, etc.
- Champion the Foundation's commitment to diversity, belonging, inclusion and equity to build a meaningful, motivational, and sustainable approach in all aspects of the Foundation's internal and external work.
- Keep informed of rules and regulations that affect the Foundation's work.
- Other duties and special projects as assigned by the President/CEO.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Ten years' experience in leading communications, public relations and/or marketing efforts with demonstrated success in raising brand awareness
- Self-motivated, strategic, and energetic thinker
- Highly-developed people skills with ability to interact with people of diverse backgrounds and perspectives
- Knowledge of crisis communication strategies and experience in managing sensitive issues
- Collaborative leadership style and supervisory experience required
- Excellent written and oral communication skills with meticulous grammar and editing skills
- Ability to develop and cultivate relationships with individuals and institutions
- Excellent organizational skills and attention to detail
- Prior experience in public speaking, presentations, or on-camera appearances
- Strong work ethic and an unquestioned reputation for honesty and integrity