



Open Position

Title:	Communications Officer	Supervises:	N/A
Reports to:	Advancement Director	FLSA Status:	Non-Exempt
Department:	Advancement	FTE:	Full-Time, Regular, Hybrid

Fulcrum Foundation is seeking a talented, engaging, and compassionate Communications Officer to help us advance our vision of a world where vibrant and innovative Catholic schools offer hope and pursue the common good. We are looking for someone who can work effectively independently as well as part of a team. We need a leader who understands best practices in communications, and who is passionate about strengthening the vitality, excellence, and sustainability of Catholic schools through funding and thought leadership. We are looking for team members who share our values of one human family – we serve everyone; justice – we increase access to Catholic education, especially for those furthest from educational justice; and stewardship – we leverage and grow talent and treasure to ensure Catholic schools thrive into the future, and we honor our donors and supporters through transparency and integrity. Our mission is to strengthen the vitality, excellence, and sustainability of Catholic schools through funding and thought partnership. If that sounds like you, we'd like to hear from you. Salary is competitive with non-profit organizations. Fulcrum Foundation offers an excellent benefits package, opportunities for professional development, and an extraordinary work environment.

Who We Are:

In March 2002, the Fulcrum Foundation (a 501(c)3 non-profit) was incorporated with the purpose of providing financial assistance for all Catholic schools in the Archdiocese of Seattle through annual fund raising and a significantly increased endowment. We celebrate the leadership of Archbishop Alex J. Brunett for establishing the Fulcrum Foundation and we give thanks for the vision of Father Stephen Rowan, whose passion and dedication gave shape to the organization from the beginning.

Job Summary:

The Communications Officer is an integral member of the Advancement Team, focusing on three key areas: external communications, editing, and digital content. In addition, the Communications Officer is responsible for managing tactical communication processes to ensure messaging consistency across all channels including digital marketing, social media, print, video, public relations, and fundraising vehicles.

Specific Responsibilities:

- Under the direction of the Advancement Director, assists with the developing, implementing, and evaluating the generation of online and printed content that engages audience segments and leads to measurable action
- Creates and manages engaging written, visual, and multimedia content and digital campaigns for Fulcrum Foundation's social media platforms and communications channels
- Tracks and reports the effectiveness of our digital communications and recommends improvements based on relevant trends, best practices, and emerging technologies
- Develops, implements, and evaluates the annual communications plan across Fulcrum Foundation's audiences
- Manages Google ad campaigns and ensures consistent campaign performance
- Puts communications vehicles in place to create momentum and awareness, as well as to test the effectiveness of communications activities
- Ensures all external and internal written communications are consistent with the Fulcrum Foundation Vision, Mission, and Values, brand identity, and voice
- Writes and edits scripts for video content and events, including production scripts for Celebration of Light
- Coordinates editorial efforts on brand design and messaging

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- Manages and maintains the editorial and marketing calendars and tracks the pacing of all deliverables, and coordinates with Project Manager to ensure deadlines are met
- Ensures consistency of communication across all channels, including face-to-face, electronic, advertising, public relations, and written communications
- Manages the development, distribution, and maintenance of all print and electronic collateral including, but not limited to, fundraising campaigns, newsletters, brochures, community report, and the Fulcrum Foundation website
- Tracks calendar of submissions to local and national publications relevant to Fulcrum's reputation and prepares and submits materials via the publications' channels.
- Writes and edits ad copy
- Writes and edits blog entries, including, at times, for the Executive Director
- Attends Foundation meetings and events
- Vigorously engages in his/her own professional development
- Establishes and cultivates community relations by maintaining open and candid dialogue with schools and families
- Is familiar with and complies with all policies and regulations as put forth in the employee handbook
- Since safety and security are everyone's responsibility, takes all necessary and reasonable precautions to protect employees, volunteers, vendors, equipment, materials, and facilities
- Performs other duties as assigned

Required Education & Experience:

- High School Diploma or GED required
- Bachelor's Degree from an accredited four-year college or university or equivalent experience required
- 3-5 years of experience in communications or copywriting
- 2-3 years of experience in social media/digital communications
- Experience with brand management
- Experience with website and social media analytics

Essential Qualifications

- Self-starting, detail-oriented, and collaborative team player with a passion for Catholic schools and Catholic education
- Database proficiency and proficiency with computers, the internet, social media, Microsoft Teams, and standard software titles such as Word, Excel, Access, PowerPoint, and others
- Excellent oral and written communication, analytical, and organizational skills
- Ability to write content for multiple media and in multiple voices
- Highly organized and able to manage multiple deadlines at once
- Knowledge of and familiarity with parish structures and organizations
- Excellent interpersonal skills and demonstrated ability to work effectively under pressure
- A donor-oriented workstyle; pleasant, polite, professional, diplomatic, resourceful, mature, and dependable; customer service orientation toward all
- Attention to detail and timely follow-through; ability to complete assignments with minimal supervision, to work creatively and independently, and to exercise good judgement in stressful circumstances; ability to project manage and prioritize several projects at various stages of completion
- Work style that fits well in a team atmosphere; flexible; can see big picture
- Demonstrated ability to maintain high standards of confidentiality
- Flexibility, maturity, and a sense of humor
- Commitment to diversity, equity, and belonging
- Ability to sit or stand and work on a computer up to eight hours in a day
- Must be able to speak and hear on a phone
- Ability to work some weekends and evenings as needed

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If this sounds like you, please complete our [employment application](#). Submit your completed application, résumé, and a cover letter indicating why you are interested in the position and in Fulcrum Foundation to jobs@fulcrumfoundation.org.

For more information on our company and benefits, please see our [Careers](#) page.

Thank you for your interest in this position and in Fulcrum Foundation.

This position is open until filled. No phone calls or drop-ins please.

Fulcrum Foundation is an equal opportunity employer. This means we do not discriminate in employment decisions or policies in violation of law on the basis of any legally protected status, including race, color, national origin, citizenship status, creed, religion, gender, national origin, age (over 40), marital status, physical or mental disability, use of a trained service animal, gender identity, sexual orientation, political ideology, HIV status, veteran status, or any other characteristic protected by federal, state, or local laws. Our policy of non-discrimination applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, reduction in force, transfer, leaves of absence, compensation, and training. We comply with all applicable federal, state, and local laws that prohibit discrimination in employment.

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