Overview
The Shallow Ford Foundation connects philanthropy and community for enduring results in Clemmons, Lewisville, Yadkin County and North Davidson County. The Foundation accomplishes this mission through connecting people and resources in ways that thoughtfully and meaningfully transform our communities with access, opportunity, and an enriched quality of life. The Foundation is an independent 501(c)(3) nonprofit, first formed in 2004 by the Rotary Club of Clemmons and converted to a community foundation in 2012. It stewards the philanthropic goals and assets of charitable individuals and organizations in named funds (similar to “accounts”), including endowed funds totaling roughly $15 million. The office is located in Clemmons.

Summary Position Description: The Communications & Design Associate reports to the President/CEO and supports the outreach, design, and communications efforts for the foundation and its many projects and initiatives. The successful candidate will work with staff on a diverse array of projects that serve to advance the mission and work of the organization through communication to our donors, stakeholders, and the communities we serve. The position requires a broad range of professional communication skills including writing, editing, content development, print media production, social media, website management, and graphic design. Most hours will be in-office to aid in the most efficient, creative, and collaborative process.

Responsibilities include:
• Collaborative planning; review and/or experience the projects and work in process.
• Photographing activities, people, events for multi-media use.
• Assist in Developing Content – Assist in or draft, edit, and review of content for reports, website, newsletters, outreach material, social media and press.
• Monitor and Manage – social media accounts.
• Create graphics and design layout, relevant to the project or purpose.
• Website updates and maintenance using the WebFlow platform, keeping content fresh, visual, and SEO-friendly.
• Operate Technology – Occasionally set up and operate necessary technology to facilitate or capture meetings and events (video, camera, microphone, speakers).
• Media Management – Catalog all publications for future use.

Qualifications:
• Minimum undergraduate degree in a related field – communication design, communications, graphic design, marketing
• Minimum of two years directly-relevant work experience
• Prefer experience and knowledge with the nonprofit sector, but not required
• Self-starter with high standards for product quality; works happily with a team, and with healthy interpersonal skills
• Outstanding writing, proofreading, copy-editing skills
• Print and media production experience
• Proven track record of exhibiting sound judgment with the highest ethical standards
• Strong eye for layout, design, and working knowledge of best spacing, color, and typography
• Experience working with digital requirements
• Experience with and proficiency working in Microsoft Office Suite, WebFlow, Adobe Creative Suite
• Ability to multi-task; must be organized, meet deadlines early with accuracy and attention to detail
• Flexible and able to cheerfully adapt and modify work based on changes and input from others

**Compensation and Benefits**
The successful candidate will work 15-20 hours a week, primarily *work-week days in the office*. The position currently offers hourly compensation commensurate with skills and experience. The Foundation is an equal opportunity employer.

**To Apply**
Qualified applicants may send resume and cover letter including wage requirements to the Shallow Ford Foundation, ATTN: Sandi, PO Box 567, Clemmons, NC 27012 or email sandi@shallowfordfoundation.org. Position open until filled.