



Vision

Spartanburg County is a thriving and connected community where diverse and educated citizens lead active and healthy lives.

Mission

The Mary Black Foundation invests in people and communities for improved health, wellness, and success in Spartanburg County.

Values

- **Impact:** Our results improve and transform people's lives.
- **Collaboration:** We connect with others to make our community stronger.
- **Accountability:** We are responsible stewards of the Foundation's assets.
- **Respect:** We are open, inclusive, and caring.
- **Equity:** We believe all people should have the opportunity to succeed.

All employees, regardless of position, are expected to embrace and apply the Foundation's Vision, Mission, and Core Values as part of their everyday work.

Title: Communications and Events Manager

Reports To: President/CEO

Summary: This position is responsible for the development and production of internal and external communications that support the Foundation's mission and strategic direction. This position will broaden awareness of the Foundation's programs, strategic initiatives, as well as the work of our grantee partners, across key stakeholder audiences.

Essential Duties and Responsibilities:

- Work with President/CEO and program team to develop communications and events strategies that are aligned with and in support of the Foundation's mission and that are focused on amplifying impact through storytelling, relationship building, and convening.
- Provide counsel and collaborative leadership on communications and events strategies.
- Support the development of the annual communications plan and budget.
- Serve as the liaison to communications and events related consultants and vendors.
- Lead an internal events committee for all event planning logistics and coordination, including, but not limited to trustee recognition, grantee celebration, and convenings with grantee partners, residents, or other stakeholders.
- Manage calendar of events and communications.

- Oversee the production and dissemination of all Foundation publications, including developing and monitoring production schedules and advising staff on content and graphics required.
- Work with the program team to write and edit a variety of content that effectively communicates the Foundation’s work and impact, including, but not limited to:
 - website and social media,
 - PowerPoint presentations,
 - initiative impact reports (i.e., Healthy Schools and Healthy Families Initiatives),
 - talking points, and
 - internal communications and infographics for the Board of Trustees.
- Lead the concept development, design, coordination of content, and publication of an annual report.
- Coordinate content production and editing for the Foundation’s weekly blog and e-blast.
- Build, maintain, and enhance Foundation contact and distribution lists.
- Develop and nurture relationships with partners in print and TV media.
- Ensure photographs, videos, and graphics that represent the Foundation’s and grantees’ work are current and aligned with the Foundation’s vision, mission, and values.
- Develop and implement systems, utilizing data, to measure the effectiveness of all strategic communications and events.
- Regularly monitor effectiveness and relevance of the Foundation’s website. Plan for ongoing maintenance and periodic updates to ensure a high functioning website.
- Develop strategies to promote the Dr. George Newby Jr., Health Equity Leadership Award, including opportunities for nominations and regular storytelling about past recipients.
- Collaborate with the program team, trustees, and grantee partners to generate, collect, and share stories of the Foundation’s impact.
- Participate in data analysis and research conducted by the program team and review grantee submitted reports about outcomes to generate story ideas that can be shared across various media.
- Strengthen the Foundation’s brand identity and ensure adherence to it across all materials and communications.
- Determine what collateral materials and Foundation branded merchandise is needed.
- Attend Foundation events as well as external community events, when appropriate.
- Perform all other projects and tasks as assigned by the President/CEO.

Qualifications:

- 5+ years of experience managing communications within a mission-driven organization.
- Ability to self-motivate and work independently as well as in a team/group setting.
- Excellent project management skills with strong attention to detail and demonstrated ability to complete tasks in a timely manner.
- Outstanding written and oral communications skills.
- Strong content development and editing skills.
- A direct, honest, and respectful approach to problem solving.
- Ability to collaborate and contribute to a sense of community among team members.
- Willingness to share in both “big picture” thinking and administrative tasks.

- Proficiency in Microsoft Office Suite.
- Hands-on experience with design and publication platforms, preferred.
- Experience supervising/overseeing contracts with vendor-partners, preferred.
- Bachelor's Degree, preferred.

Compensation & Benefits:

The Mary Black Foundation offers a comprehensive salary and benefits package, including 100% employer paid health, dental & vision coverage for the employee and 40% employer paid for dependents; employer contribution to a retirement plan; long-term disability insurance; life insurance; and a generous paid time off plan. Normal office hours are 8:30am-5pm (M-TH) and 8:30am-3pm (F) and this position is eligible for remote work up to two days a week. The salary range for this position is \$55,000-70,000.

Send Resume To:

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Resumes accepted through November 30, 2022.