COMMUNITY FOUNDATION OF SOUTHERN WISCONSIN, INC.

Position Description

Creative Specialist

Location: Greater Janesville, WI Area, Greater Monroe, WI Area, Greater Platteville, WI Area or regional

Mission

We match personal philanthropy with community needs. We will be there for good, for ever.®

Definition: The Creative Specialist will serve as the developer of brand resources such as, marketing materials (brochures, annual report, informational handouts and more). Major responsibilities will include: edit/write/design the Annual Report, graphic design, creative writing, brand development, edit/write/design communications for all CFSW component funds, and assist with public and media relations. This position reports to the President/CEO.

Qualifications: Demonstrated proficiency with writing and design via In-Design, Adobe Creative Cloud or other equivalent design software. Preferred candidates should have three to five years of experience in public relations, non-profit organizations, marketing or fundraising. Additional desired qualities include effective planning and organizational skills, writing, communication and time management skills, promotion and graphic design skills; proficiency in desktop publishing is essential; creativity; ability to handle multiple projects simultaneously; team player with a positive, can-do attitude. As a department of one, this individual will work in conjunction with the President/CEO to successfully accomplish the strategic plan and develop a marketing plan to expand relationships and recognition of CFSW, and component funds, across the nine county region.

Major tasks and scope of responsibilities:

- Understand, support and communicate the Mission and Values of CFSW.
- Create and maintain a common voice for all CFSW and component fund materials
- Maintain and promote the positive image of CFSW; increasing visibility throughout the nine county service area.
- Coordinate all aspects of the CFSW Marketing Committee Meetings
- Coordinate all aspects of the development and production of all CFSW marketing pieces and component funds publicity.
- Design/write/produce promotion materials/campaigns to inform and educate professional advisors.
- Design/write/produce brochures, pledge cards, invitations, posters, etc. for community funds and CFSW as needed.
- Compile, verify and revise information to be used in the Annual Report.
- Create and maintain PowerPoint presentations and videos for component funds and CFSW.
- Manage the Foundation’s online presence through the website, social media, and email.
- Represent CFSW on local committees/task forces as assigned.
- Perform other assignments as requested by the President/CEO.

Reports to

President/CEO
Hours and Compensation
Full-time, salaried position. Occasional regional travel and occasional night hours. Flexible scheduling and opportunities to work from home available.

To Apply
For questions, or to apply, please email Wyatt Jackson, CFSW President/CEO, at wyatt@cfsw.org with the following:
   1. Cover Letter, with salary expectations
   2. Resume
   3. Sample of three (3) writing pieces
   4. Sample of three (3) design pieces