



## Job Description

### Director of Communications

**Job Type:** Full-Time Exempt

**Location:** In Person, Rapid City, SD

**Start Date:** Position Available

**Apply By:** March 3, 2025

#### About the John T. Vucurevich Foundation

The John T. Vucurevich Foundation (JTVF) helps our low-income neighbors meet their needs one family at a time through grantmaking and community collaboration. Guided by the philanthropic vision of John T. Vucurevich, the Foundation focuses on affordable housing, early learning, economic mobility, and basic needs. With over \$100 million invested in our community to date, we continue to seek innovative ways to create lasting impact. Learn more at [jtvf.org](http://jtvf.org).

#### Position Summary

JTVF is seeking an experienced Director of Communications to lead our strategic communications, storytelling, and knowledge-sharing efforts. This role is responsible for defining the Foundation's voice, deepening community engagement, and clearly conveying the impact of our and our grantees' initiatives to the public. Reporting to the President & CEO, the Director of Communications will manage external messaging, digital and print media, special projects, and public relations, all while aligning communication strategies with our core values and vision.

#### Responsibilities

- Develop & Implement Strategy – Lead the creation and execution of a comprehensive communications strategy to advance JTVF's mission.
- Content Creation – Craft compelling multimedia content, including reports, blog posts, press releases, newsletters, presentations, and marketing materials.
- Digital & Social Media Management – Oversee JTVF's website and social media platforms, ensuring consistent, engaging, and informative content.
- Media & Public Relations – Develop press releases, talking points, and media outreach strategies to support organizational objectives.
- Community Engagement – Plan and execute events, campaigns, and initiatives that foster collaboration and dialogue among stakeholders.
- Brand & Messaging Oversight – Ensure communications align with JTVF's values and vision.
- Knowledge Sharing – Support the broader community by providing access to relevant information gained through our processes.
- Project Management – Oversee communications-related projects, consultants, and financial resources/budget.
- Measurement & Reporting – Track communications performance, assess impact, and adjust strategies accordingly.
- Public Speaking & Representation – Serve as a spokesperson for the Foundation at events and community forums.



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### Director of Communications

#### Who You Are

We're looking for someone with a deep commitment to our community and mission, an open mind and strategic mindset, and an ability to translate complex issues into compelling narratives. If you are a creative communicator who takes initiative, thrives in a collaborative environment, and wants to make a tangible difference in our community, we encourage you to apply.

#### Required Qualifications

- Bachelor's degree in a related field required; equivalent experience may be considered.
- Minimum 5 years of experience in communications, public relations, or marketing.
- At least 2 years of experience leading external communications strategies.
- Strong writing and storytelling abilities.
- Expertise in digital communications, including web, social media, email, and print media.
- Strong project management skills with the ability to manage multiple priorities.

#### Preferred Qualifications

- Experience in the nonprofit, public affairs, or philanthropic sector.
- Proficiency with content management systems and graphic design tools.
- Experience in media relations, including developing press materials.
- A strong understanding of community engagement and events.

#### Work Environment & Culture

- Five-person office suite located near parks and greenway with walking and biking paths.
- This position primarily works on-site position in an open office space.
- Typical hours are Monday through Friday from 8 AM-5 PM, with flexibility to accommodate occasional personal needs and preferences, depending on schedules and responsibilities.
- Local and occasional out-of-town travel required. Some evening and weekends will be required, though workweeks rarely exceed 40 hours.
- Opportunity to be part of a supportive, mission-driven team working to make our piece of the world a brighter place.

#### Compensation & Benefits

**Starting Salary:** \$64,500 - \$79,250 annually, with annual performance reviews.

#### Comprehensive Benefits Package, including:

- Health (single & family coverage), long-term disability, life, and accident insurance.
- Simplified Employee Pension (SEP).
- Generous paid time off, including vacation, sick leave, and family leave.
- Professional development and education assistance opportunities.

#### How to Apply

If you're ready to use your communications expertise to drive meaningful change, we'd love to hear from you! Submit your resume and cover letter to [careers@jtvf.org](mailto:careers@jtvf.org) by March 3, 2025. This position is currently open, and we aim to have it filled by April 2025. In person interviews will be scheduled with qualified candidates. NO CALLS PLEASE.

*We encourage all qualified candidates to apply, even if you do not meet every requirement listed. We value diverse perspectives and lived experiences.*