



Sachs Foundation | Job Announcement
Director of Communications and Alumni Engagement

Job Description

Job Title:	Director of Communications and Alumni Engagement
Location:	Denver, Colorado
Job Type:	Hybrid, Full-Time
Salary:	\$70,000 annually
Reports To:	Managing Director of Partnerships
Supervisory:	None

About Us

The [Sachs Foundation](#) is a private operating foundation established in 1931. Through programs such as our Sachs Scholars, Elevated pre-collegiate, and Sachs Teacher Development programs, we uplift Black scholars, educators, and their families to advance racial equity in Colorado.

Our Mission | We uplift Black communities by leveraging our history and resources to develop innovative educational and community programs that reduce the racial wealth gap.

Our Vision | We envision a world in which all Black Americans have the opportunity to achieve their educational dreams and are empowered by a community of support.

About the Role

The **Director of Communications and Alumni Engagement** is responsible for all communications and marketing related to the work of the Sachs Foundation, our scholars and alumni and our programs: The Sachs Scholarship program, the Elevated mentoring program, and the Teacher Development Program. This individual will also have the opportunity fuel our alumni engagement efforts as an organization.

The individual filling this position should be organized, creative, an excellent writer, personable and have a track record of success in managing communications and marketing, particularly on issues of equity, philanthropy and education. Additionally, they should have a knack for building, cultivating, and stewarding strong relationships with a variety of constituents. This role is an integral part of the External Relations Team at the Sachs Foundation but works cross-functionally with all members of the organization.

Job Duties and Responsibilities

Communications

- Create and implement a multi-channel communications strategy which tells the story, mission, and vision of the Sachs Foundation by elevating and celebrating its history, current participants, and alumni to a broad audience (partners, funders, students, families, program participants etc.).
- Manage Sachs Foundation's digital communications presence, including maintaining and updating the website, creating and managing content for social media channels, and a monthly e-newsletter.
- Work collaboratively with programs and external team to create and design brand aligned external facing collateral. This will include promotional collateral for our programs as well as fundraising collateral.
- Serves as the point of contact for all press and media inquiries. Generates story ideas and strategy that press and other media to spread the Sachs Foundation mission.

Alumni Relations

- Build and maintain strong relationships with Sachs Foundation alumni by way of meetings, events, and opportunities to engage with the Foundation's work.
- Establish and manage an alumni board including recruitment, meeting coordination, and engagement to support the Foundation's mission, vision, and goals.
- Ensures alumni data is up to date and maintained in Foundation's CRM.

Events

- With the assistance of other Sachs staff, leads in executing public events including the annual Scholarship Celebration and alumni gatherings.

Partnerships Support

- Support External Team with fundraising and partnership strategy and execution by leveraging storytelling expertise to craft compelling narratives that help build a strong case for support for prospective funders and partners.

Other

- Performs other tasks related to the success of the Sachs Foundation as requested.

Qualifications:

Required:

- Bachelor's degree from an accredited college or university.
- Excellent written and verbal communication skills. Experience in effectively communicating mission impact, programmatic updates, and strategic organization goals.
- Experience using digital media such as social media and web stories in a professional setting.
- Proficiency with Microsoft Office Suite.
- Minimum 5 years of experience in a professional setting.
- Ability to perform responsibilities with minimal to moderate supervision.
- A strong belief in the importance of the mission of the Sachs Foundation.

Preferred:

- Knowledge and experience in the non-profit or higher education sectors.
- Experience in the Public Relations, Marketing or Fundraising sectors.
- Demonstrated proficiency with communications tools (ex. CRM systems, email marketing tools, etc.) as well as familiarity with copywriting and graphic design technologies. Experience in Constant Contact, Neon CRM, Canva, Adobe, Hootsuite or similar applications a plus.

Benefits

- Excellent health and dental insurance
- Trusted paid holiday and sick leave (Unlimited PTO)
- An 8% employer contribution into the employee's retirement plan*
- Paid family leave*

* These benefits are available after a set period of employment.

Typical working hours are between 9 AM and 3:30 PM, Monday-Friday, although occasional night and weekend work is required. Currently, in-office days are in downtown Denver Mondays and Fridays, with Tuesday through Thursdays working remotely. The foundation's work spans across Colorado, primarily along the front range and occasional travel is required.

Application Instructions

To apply for this position please submit your resume as well as answers to the following questions (in lieu of a cover letter) to Katie Parvin at katie@sachsfoundation.org:

1. Why are you compelled by The Sachs Foundation's mission? Why, specifically, are you interested in a role that promotes racial equity for Black Coloradans?
2. Describe your proudest accomplishment that demonstrates the strongest impact or innovation you've made in a previous role.
3. Describe your ideal team. What environments do you thrive in? What environments create barriers to your success?
4. Describe your leadership and communication style.
5. What is a problem you are currently working to solve and what have you learned in the process?

Recruitment Timeline

January 31st | Application deadline for the Director of Communications and Alumni Engagement position.

February 3rd - February 14th | Selected candidates will be invited via email for an initial virtual interview with the Managing Director and Chief Executive Officer.

Last week of February | Finalists will be invited to a final in-person interview with the Sachs Foundation Team. Candidates will be asked to submit a task to demonstrate how their skills, expertise, and experience align to the role. You will be compensated for your time in completing the task and we will ask that it be shared with us two business days before the final interview.

March 14th | Finalists will be notified of their status/offered the position.

Equal Opportunity Employer

The Sachs Foundation is an equal opportunity employer and is committed to providing equal employment and advancement opportunities to every applicant and employee. The Foundation bases employment decisions on merit, qualifications, experience, and abilities, without regard to race, color, national origin, religion, disability, age, gender, gender identity, sexual orientation, military status, veteran status, marital status, or any other basis prohibited by law.