

Communications Manager

Oxfordshire Community Foundation

We improve lives and tackle inequality by investing in Oxfordshire's dynamic charitable sector.

Oxfordshire Community Foundation (OCF) is a charity that builds thriving communities through effective philanthropy.

Our county's wealth, success and beauty hide a number of serious and shocking social problems. The pandemic and the current huge increases in the cost of living have made these issues worse, while the climate crisis is becoming ever more urgent.

Local donors choose to work with OCF because we bring an in-depth understanding of these needs and priority issues, alongside trusted relationships with our network of grassroots delivery charities and community groups. We champion this vibrant local charity sector as a crucial way to combat issues such as homelessness, educational inequality, and loneliness and isolation, awarding around £2 million in grants annually.

We work with philanthropists, businesses and the public sector, pooling their funds so that they can make a bigger difference together. Funders can feel confident of a safe pair of hands for their contributions, as we implement strong governance processes; conduct thorough due diligence on all grant applications; and report back with inspiring stories on the impact of their support.

We are a small, friendly team. OCF is committed to creating an inclusive working environment where everyone can flourish. We warmly welcome local applicants from across the rich diversity of Oxfordshire. We are committed to support flexible working and we are proud to be an official [Oxford Living Wage](#) employer.

The role

The Communications Manager is a key member of the OCF team, and plays a pivotal role in fund development and donor care, as well as general external communications. They will oversee and create all of OCF's external communications across digital, print and events. The successful candidate will bring a passion for telling compelling stories and an eye for engaging, highly professional content.

Reports to: Head of Development

Hours: Ideally full-time, 35 hours, but with potential for part-time options

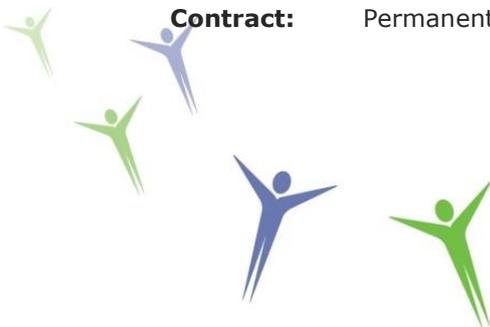
Salary: £32,000 FTE

Benefits: 25 days holiday plus Bank Holidays

3% pension (increasing to 5% after five years)

Location: OCF office at 3 Woodin's Way, Oxford (less than 10 minutes' walk from Oxford bus and rail stations) with home-working options. Tuesday is currently the fixed day when all staff work together in person in the office.

Contract: Permanent



Responsibilities

- Creating an annual communications plan and managing the comms budget
- Building an understanding of the market for philanthropy services and of OCF's different donor and community audiences
- Develop strategies for reaching new audiences and expanding OCF's cohort of engaged contacts
- Writing and publicising new content making the case for OCF's work, describing benefits and features of our products and services, and telling compelling stories about our impact
- Collecting and sharing case studies and testimonials from the charitable organisations OCF has funded, in written, graphical or video form
- Being the guardian of OCF's brand identity, ensuring all communications are professionally presented, well written and free of errors
- Managing and creating all of OCF's digital communications, including website, social media channels, blog and e-newsletters
- Reporting on data analytics (social media, website, email automation) and implementing lessons learnt
- Creating printed publications (annual impact report, white papers, leaflets and brochures), including project managing, copywriting, editing, and working with an external graphic design/print agency
- Producing bespoke branded materials for donor stewardship, such as fund statements, needs analysis reports and customised impact reports
- Editing appeals and running reports in our online donations platform
- Maintaining OCF's PR and press relationships – writing advertorials or press releases and pitching stories to local newspapers, radio and TV
- Organising donor engagement events, both in person and online
- Managing our donor database, maintaining and improving audience segmentation
- Building connections with colleagues within the UK-wide network of community foundations

Key competencies

Essential

- Copywriting (for digital and printed communications)
- Ability to present data and ideas in an accessible and engaging way
- Project management and organisational skills
- Event management skills
- Experience or willingness to learn digital systems, including Wordpress, Buffer, Dotdigital, Canva, Google Analytics, Zoom, EventBrite, Salesforce, Enthuse, and direct social media platforms (Twitter, Facebook, LinkedIn, YouTube)
- Advanced MS Word skills
- Strong interpersonal skills – ability to engage internal and external stakeholders and to work with people from all backgrounds



Desirable

- Editing and proofreading
- Video shooting and editing
- Advanced Excel skills
- Photography and/or graphic design skills
- Fundraising experience/comms within a charity setting

Application process

To apply, please submit a CV and one-page cover letter to recruitment@oxfordshire.org by midnight on 15th January 2023.

The first interview will be held in the week commencing 23rd January. If required, second interviews will be held in the week commencing 30 January.

Please let us know through the email above if you have a disability and require any reasonable adjustments to the interview process. We are proud to have disabled staff and are fully committed to providing adjustments.

To find out more about our work, visit www.oxfordshire.org.

For any queries about the role, please contact Head of Development Kate Parrinder at kate.parrinder@oxfordshire.org.

