

Zionsville Education Foundation

Communications Manager

Job Description: The Zionsville Education Foundation (ZEF) is a not-for-profit 501(c)(3) that promotes educational excellence and innovation in all Zionsville Community Schools. The Communications Manager position is a part-time position that reports directly to the Zionsville Education Foundation Executive Director.

The position includes the following responsibilities:

Marketing and Communications: work with the Executive Director to implement the Board of Directors' strategic plan for marketing and communications; effectively tell ZEF's story to the community to assist with grant awareness and development; work with graphic designer to develop key collateral pieces; take photos of ZEF grants in action; write and design content for ZEF communications including but not limited to: newsletters, social media, event marketing, press releases, website, brochures, and videos; collaborate with staff and stakeholders to implement the Board of Directors' priorities.

Administrative: assist other staff members with administrative tasks for the organization including but not limited to donor correspondence, record keeping, database entry, event mailings, office supply management, meeting preparation, and local donor deliveries.

Community relations: participate in relevant Zionsville community events and promote general community awareness of ZEF to ZCS staff and community.

Position Qualifications: A bachelor's degree (or higher) is preferred. Experience in marketing and communications. Strong written and verbal communication skills are essential. Experience with storytelling, comfort using a variety of software programs, knowledge of multiple platform social media management, and photography skills are preferred. Must be able to work collaboratively and manage multiple projects at a time.

Work Environment: this part-time, in-person position is an average of 30 hours per week and requires occasional evening commitments.

To apply: please send a cover letter and resume to zef@zcs.k12.in.us by May 16, 2025.