

THE MARION I. & HENRY J. KNOTT FOUNDATION

Communication & Board Engagement Officer

The Communications & Board Engagement Officer is the Knott Foundation's primary internal and external communications staff person, responsible for shaping and sharing the Foundation's story, deepening Board engagement, and supporting strategic initiatives. Reporting to the Executive Director, this new position will lead the Foundation's digital and print communications efforts, playing a key role in fostering connections among Trustees, staff, grantees, and the broader community.

Primary Responsibilities:

The Communications & Board Engagement Officer reports to and collaborates with the Foundation's Executive Director to assess the Foundation's impact in the community and effectively communicate with Trustees, staff, grantees, and the broader community. This role ensures the Foundation maintains professional grantmaking operations while integrating insights from evaluation and research into ongoing initiatives and future strategic planning. Additionally, the officer will provide support to staff as needed, assisting with workload management, information gathering, and presentations.

Board Development & Engagement

The Communications & Board Engagement Officer, in coordination with the Executive Director and Board of Trustees will:

- Create ongoing opportunities for Trustees to contribute ideas and stories to the family newsletter, Foundation eNewsletter, website blog, and community reports to strengthen their connection to the Foundation's mission.
- Promote opportunities for Trustees to attend nonprofit events, community seminars, and site visits beyond the formal site visit structure, fostering deeper engagement with grantees and philanthropic initiatives.
- Support the Board in developing strategies to enhance board participation and leadership in key initiatives.
- Perform additional responsibilities as assigned in alignment with our mission to strengthen the community and build family unity.

Digital Communications & Social Media Engagement

The Communications & Board Engagement Officer, in coordination with the staff and Board of Trustees will:

- Conceptualize and execute the production of key publications, including the annual report and eNewsletters (3 per year)
- Develop and distribute the annual Family Newsletter to keep extended family members connected to the work of the Foundation.
- Develop and manage content for LinkedIn, ensuring regular updates that highlight Foundation initiatives and grantee achievements.
- Explore additional digital strategies to amplify the Foundation's presence and storytelling efforts in alignment with its mission.
- Maintain and refresh website content, photographs, and design to ensure accuracy, relevance, and engagement.

- Play a key role in the development of special projects such as videos and historical reflections to showcase the Foundation's legacy and impact.

Strategic Vision & Impact Review

The Communications & Board Engagement Officer, in coordination with the staff and Board of Trustees will:

- Assist with a comprehensive review of the Foundation's most recent strategic plan, assessing accomplishments and their impact on the community and internal processes.
- Foster a culture of continuous learning, identifying opportunities for process and program improvements both internally and externally.
- Support strategic planning processes by gathering insights, evaluating trends, and synthesizing information to inform decision-making.

Additional Duties:

Assisting other staff members as needed:

- Special projects – including research, writing, design, and production of digital and hardcopy materials including images, charts, graphs, and presentations as needed
- Correspondence
- Preparing for meetings
- Maintaining records
- Greeting and assisting visitors; answering phones; responding to inquiries

Qualifications & Experience:

The ideal candidate will bring a combination of strong communication skills, technical proficiency, personal integrity, and experience working in mission-driven environments. Specifically, we are seeking someone who meets the following criteria:

Education & Experience:

- High School Diploma or equivalent required; Bachelor's degree strongly preferred
- Minimum of three years of relevant experience, preferably in the nonprofit and/or philanthropic sectors

Skills & Abilities:

- Excellent writing and presentation skills, with the ability to convey complex information clearly and succinctly to a variety of audiences
- Strong research and data analysis skills, including the ability to gather, organize, interpret, and present information using spreadsheets and similar tools
- Proven ability to produce informative, engaging, and professionally designed digital and print publications
- High level of proficiency with digital communication platforms such as WordPress, Constant Contact, Canva, Zoom, and Microsoft Office
- Technologically savvy and comfortable supporting staff, Trustees, and grantees with digital tools and resources
- Strong planning, listening, and collaboration skills; able to work under pressure and exercise sound judgment

Personal Qualities:

- Passionate about supporting nonprofits and committed to the Knott Foundation's mission
- Service-oriented, enthusiastic, and proactive—willing to take initiative and pitch in wherever needed in a small team setting
- Maintains the highest levels of personal integrity and confidentiality
- Willingness to take on repetitive or behind-the-scenes tasks that are essential to the team's success
- Comfortable working with individuals from a range of backgrounds, perspectives, and experiences
- Brings poise, tact, and a sense of humor to their work
- Willingness to travel locally and attend occasional conferences

About Us:

Located in Baltimore, Maryland, the Marion I. & Henry J. Knott Foundation is a Catholic family foundation committed to honoring our founders' legacy of generosity to strengthen our community. Learn more at <https://knottfoundation.org/>.

Compensation & Benefits:

We are committed to transparency and supporting our employees' well-being. For this role, we offer a competitive salary range of \$65,000-\$85,000 based on experience and qualifications.

In addition to the annual salary, Foundation team members also enjoy a strong benefits package that includes health, dental, life and disability insurance; 403(b) retirement account with matching provision; vacation, sick, personal leave, and holidays; tuition reimbursement; and an annual matching/discretionary grant allocation. The Knott Foundation is an equal opportunity employer.

Application Deadline:

Consideration of applications will begin on May 5. The posting may be closed at any time.

How to Apply:

Interested applicants should email a cover letter and resume (saved as one PDF) to knott@knottfoundation.org. In your cover letter, please address how your skills and experience relate to the position's responsibilities. As we are a small office, we look forward to your email but are unable to respond to phone calls regarding this inquiry. Applicants who move forward in the process will be contacted directly and may be asked to participate in phone/video/in-person conversations, provide references, complete simulated work assignments, and/or submit other work samples. The Knott Foundation is an equal opportunity employer.

Thank you for your interest!