

TITLE: Trustee - Communications

TERM: 2 years

REPORTS TO: Gower Foundation Board of Trustees

JOB GOAL: The position of **Trustee - Communications** is responsible for communication outreach that is consistent with the Foundation's mission and objectives.

Responsibilities include the following items:

→ **Communications**

- ◆ Create, coordinate and execute the Foundation's communications through the Foundation's website, newsletters, e-blasts, and other relevant means.
- ◆ Collaborate with other Board Trustees and committees to support the publication of information for events, fundraisers, programs, etc. The collaboration will include the creation/revision of content.
- ◆ Oversee the Foundation's Store and event registration (through the Foundation's website) and relay information to appropriate Trustees and/or committee chairs.
- ◆ Manage the email list for all Foundation communication.
- ◆ Work cooperatively with the Trustee-Marketing and Social Media to coordinate overall communications strategy and outreach and manage the communications' budget, with support for the budget from the Treasurer.

→ **Communications Committee**

- ◆ Team with the Trustee-Marketing and Social Media to co-chair the communications committee.
- ◆ Plan and hold meetings in conjunction with the Trustee-Marketing and Social Media for the communications committee, update and discuss with Board oversight (Vice President), and relay meeting information to the full Board.

→ **Strategic Planning**

These duties include but are not limited to the following collaboration with the Board:

- ◆ Development of the Foundation's strategic plan.
- ◆ Development of annual Foundation goals, action plan, and budgets.
- ◆ Planning and execution of fundraising and programming activities
- ◆ Communication and relationship building with the community, donors and potential donors, and district employees at the district and campus levels.

→ **Miscellaneous:**

Performs all other tasks and duties as assigned. These include but are not limited to the following:

- ◆ Attending monthly Board meetings and preparing reports as directed by the President and Vice President
- ◆ Actively participating in Board discussions via email, text, and during meetings.
- ◆ Attending agreed upon Foundation events, which are shared among the Foundation Board of Trustees.
- ◆ Sharing in responsibilities outlined during Board and committee meetings.