

JOB DESCRIPTION for Communications and Education Manager

Healthcare Foundation of La Porte (HFL) is a private foundation created from the sale of IU Health La Porte Hospital. Founded in 2016, HFL works to empower residents to live healthy and well in La Porte County, Indiana, through grantmaking, capacity building of nonprofits, and education in the new, state-of-the-art Conference & Learning Center (C&LC). Our vision is for La Porte County to be among Indiana's top ten healthiest communities by 2030.

FUNCTION AND PURPOSE OF THE POSITION:

This position coordinates all activities related to Healthcare Foundation of La Porte (HFL) communications, HFL driven education efforts, and supervises the C&LC Operations Associate and Janitor.

The Manager is responsible for developing, implementing, and evaluating communication strategies and plans for the Foundation. This includes developing messages and assets (collateral) to engage and inform community members, grantees, board members, and other partners about the Foundation and its mission and vision; grants, including grant opportunities and grants awarded; the Conference & Learning Center (C&LC); health and wellness education; strategic initiatives; the Ten2030 website; and other HFL initiatives. Managing communications and executing marketing activities will also include planning and implementing board special events and other events including conferences and summits. Manager may be requested to assist other members of the team to enhance the Foundation's performance and contribute to HFL's position as a valued resource in the community.

QUALIFICATION REQUIREMENTS AND PROFESSIONAL/TECHNICAL ABILITIES:

- Bachelor's degree in communications, marketing, journalism, business, English, or similar.
- Minimum of 3-5 years' work experience, preferably in a nonprofit.
- Knowledge and skills in public relations, marketing, event planning, website, and communication techniques.
- Excellent written and verbal communication skills and interpersonal skills.
- Proficient knowledge and skills in computer technology and system/software applications, desktop publishing software and social media applications, knowledge of database management
- Graphic design experience a plus.

DESIRED QUALIFICATIONS AND ABILITIES:

- Self-starter, ability to work with minimal supervision.
- Excellent organizational skills.
- Strong time management and project management skills – ability to manage multiple projects/deadlines.
- Exercise sound judgment and decision-making capabilities with the highest ethical standards.
- Experience working with a board of directors and committees.
- Familiarity with La Porte County community and community partners, preferably.
- Attention to detail.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The job operates in a professional work environment routinely using standard office equipment such as computers, Microsoft Suite, databases, phones, photocopiers, Teams, Zoom and other communications platforms and AV equipment. The job requires some travel to other locations in La Porte County and occasional travel to philanthropy meetings or training in Indianapolis, Chicago, or other metro areas. There may be some evening and Saturday meetings.

HFL is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. HFL is committed to the principle of equal employment opportunity employment for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at HFL are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the State of Indiana. HFL will not tolerate discrimination or harassment based on any of these characteristics.

The Foundation offers a full suite of competitive benefits and competitive salary.

TO APPLY: For a full job description, visit hflaporte.org. Please include a PDF of your cover letter and resume. We will treat all applications in a confidential manner. To learn more about the Foundation, visit hflaporte.org.

Job Type: Full-time