



## ***Position Descriptions – Communications and Marketing***

*The following samples have been collected from NCFP members and are shared as examples only. Job titles that are part of this collection currently include:*

- *Communications Assistant*
- *Communications Officer*
- *Communications Specialist*
- *Director of Communications*
- *Program and Comms Officer*
- *Senior Communications Officer*
- *Social Media Manager*
- *Strategic Communications Director*

*NOTE: If you have a position description that you would like to share here, or if you would like one of the sample descriptions below removed from this list, please contact [ncfp@ncfp.org](mailto:ncfp@ncfp.org).*

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### **Communications Assistant**

- [Communications Assistant \(Packard Foundation, 2014\)](#)

### **Communications Officer**

- [Communications Officer \(Raikes, 2023\)](#)

### **Communications Specialist**

- [Communications Specialist \(William T. Grant Foundation, 2014\)](#)
- [Communications Specialist \(Hewlett Foundation, 2012\)](#)

### **Director of Communications**

- [Director of Communications \(GDDE, 2023\)](#)

### **Program and Communications Officer**

- [Program and Communications Officer \(Mathile, 2023\)](#)

### **Senior Communications Officer**

- [Senior Communications Officer \(McKnight Foundation, 2021\)](#)

### **Social Media**

- [Online Community Manager \(Schusterman Foundation, 2012\)](#)
- [Social Media Manager \(Milstein, 2023\)](#)

- [Social Media Manager and Comms Specialist \(Bow Seat, 2020\)](#)

#### **Strategic Communications Director**

- [Strategic Communications Director \(Packard, 2023\)](#)