



Job Title: Communications and Engagement Administrator

Job Type: Full-Time; Non-exempt

Reports to: Senior Director of Communications & Donor Services

Purpose:

The Communications and Engagement Administrator supports Waco Foundation's mission to promote community solutions, strengthen local nonprofits, engage philanthropists, and manage charitable assets by advancing strategic external relationships and executive communications. This position ensures the Foundation is proactively engaging key stakeholders, strengthening its external presence, and supporting executive leadership in effective, mission-aligned communication and outreach.

Nature of Work:

Work at Waco Foundation is highly suited for the individual who has a positive attitude and a passion for improving the world, and particularly, the local community. This position is for a professional who will support the Foundation's external engagement and executive communications functions and seek opportunities to engage in meaningful work, problem-solving, and personal growth as part of a close, professional team. All positions at the Foundation offer opportunity for advancement and growth as a result of sustained, dedicated work of employees.

Essential Duties:

Under the direction of the Senior Director of Communications and Donor Services, the Communications and Engagement Administrator will support:

Stakeholder Engagement & Relationship Management

- Develop and maintain a comprehensive system for tracking and managing relationships with key stakeholders, including donors, community leaders, partners, and prospects.
- Develop a rigorous meeting schedule with community stakeholders for both the Executive Director and the Senior Director of Communications and Donor Services.
- Manage stakeholder meeting schedules from initial contact through follow-up for both the Executive Director and Senior Director of Communications and Donor Services.

- Prepare briefing materials, background information, and logistical details to support effective executive interactions.
- Proactively identify and coordinate outreach opportunities aligned with Foundation priorities.
- Ensure consistent and timely follow-up with stakeholders through organized tracking systems and communication processes.
- Maintain and improve contact databases to support segmentation, engagement, and reporting.
- Support executive communications, including correspondence, talking points, and presentations, in coordination with the Director of Executive Communications and Strategic Initiatives.
- Proactively manage the Executive Director and Senior Director of Communications & Donor Services' email inboxes and written correspondence.
- Support the Executive Director and Senior Director of Communications & Donor Services' work as members of various boards and commissions, including research, file management, meeting prep and follow-up.
- Utilize Waco Foundation AI personas to optimize outreach, data collection, record keeping and follow-up.
- Organize and keep meticulous records of Foundation initiatives so they are readily accessible. Because projects can stall and be revived at various times, it's necessary to ensure the status of all community projects led by the Foundation are tracked.

Organizational, Digital, and Event Support

- Provide support to the Executive Office, and Development and Communications team as needed.
- Proactively manage the Executive Director and Senior Director of Communications & Donor Services' calendars.
- Coordinate the Executive Director and Senior Director of Communications & Donor Services' travel schedule and budget
- In coordination with the Director of Executive Communications and Strategic Initiatives, manage the Foundation's LinkedIn presence, ensuring consistent, strategic, and mission-aligned content.
- Support social media content creation and scheduling in coordination with the communications team.
- Assist in planning and execution of special events, meetings, and community engagements, including logistics, coordination, and follow-up.
- Support special projects and initiatives as needed.

Board of Trustees Support

- Support the Director of Executive Communications and Strategic Initiatives in preparing Board of Trustee materials for Board and Committee meetings.
- Assist with Trustee and Committee meeting logistics.
- Review and proofread minutes, agendas and records for accuracy and consistency.
- Anticipate management meeting topics and agenda items based on Board and Committee meeting outcomes.
- Develop expertise in the Board portal software.

Other Responsibilities and Duties

- Develop expertise in Waco Foundation's internal software, maintaining meticulous engagement records.
- Provide support for Waco Foundation events and meetings.
- Other duties as assigned.

Qualifications:

- Bachelor's degree from an accredited institution in communications, public relations, nonprofit management, or related field preferred;
- 1–3 years of relevant experience in communications, stakeholder engagement, administration, or related field preferred.
- professionalism and consistent discretion in supporting executive-level communications and relationships;
- ability to develop, manage, and improve systems for stakeholder tracking and engagement;
- exceptional organizational skills, diplomacy, flexibility, and the ability to manage multiple priorities;
- excellent verbal and written communication skills;
- attention to detail and the ability to coordinate complex schedules and logistics;
- demonstrated interest in and commitment to Waco Foundation's mission and strategies;
- proficiency in Microsoft Office applications and familiarity with CRM or relationship management tools preferred;

Work Hours:

Business hours; 8:30 a.m. to 5:00 p.m. - Monday through Friday (37.50 hours per week).

Pay Rate:

Commensurate with education and experience.

Physical Characteristics:

Strength, dexterity, coordination and vision to use a keyboard and also video display terminal on a daily basis for long hours during the day. Occasionally lifting of objects weighing up to 50 pounds and reaching for items above or below desk level. Physical ability to frequently sit at a computer, stand and walk for extended periods of time, perform repetitive movements and work in confined areas.

THIS JOB DESCRIPTION PROVIDES A GENERAL DESCRIPTION OF THE DUTIES OF THE POSITION. IT IS NOT EXHAUSTIVE. MANAGEMENT HAS THE SOLE DISCRETION TO MODIFY THESE DUTIES BASED ON ITS REASONABLE BUSINESS JUDGEMENT AND ECONOMIC FACTORS.

To apply for this position, email your resume and cover letter to nkelinske@wacofoundation.org.