



FOUNDATION FOR
APPALACHIAN OHIO

Communications & Marketing Associate

The Foundation for Appalachian Ohio (FAO) is a regional nonprofit community foundation, seeking a Communications & Marketing Associate to join our dedicated team and transformative mission. The Foundation for Appalachian Ohio's grantmaking supports investments in Arts & Culture, Community and Economic Development, Education, Environmental Stewardship and Health & Human Services across the 32 counties of Appalachian Ohio. In partnership with the nearly 800 funds established at FAO, including 15 affiliate foundations serving designated communities, FAO awards more than 1,000 grants each year.

WHAT YOU'LL DO

FAO is a nimble and team-oriented organization, requiring all staff members to contribute to a variety of responsibilities and mission-related tasks. We believe all staff members are leaders in FAO's mission.

The Communications & Marketing Associate will assist with or be responsible for:

- Writing and distributing press releases about FAO's work and impact, maintaining updated media list, and tracking media coverage.
- Creating content for FAO's website to ensure that the site remains current, is accurate, and adheres to FAO brand standards and website best practices.
- Writing and editing content for a variety of publications and digital media platforms, including newsletters, annual reports, brochures, fact sheets, event materials, etc.
- Creating and publishing content for FAO's social media channels to highlight opportunities and impact for donor, nonprofit, and community audiences.
- Assisting with analysis and reporting on the impact of communications efforts, including media monitoring, social media analytics and more. When appropriate, suggest changes to content strategies based on data.
- Coordinating communications-related inquiries from internal and external stakeholders.

QUALIFICATIONS

Our ideal candidate is committed to FAO's mission and the Appalachian Ohio region. Specific qualifications include:

- Demonstrated ability to write strategic communications and marketing content that is creative, compelling, engaging, and analytics-driven for a mission-based organization.
- Experience with content management systems (WordPress), social media platforms, email marketing (MailChimp), and other digital media applications required.
- Basic graphic design skills and experience capturing and editing video a plus.

- Ability to manage and prioritize multiple projects while meeting deadlines and being flexible and responsive to changing needs.
- Strong written, verbal, and interpersonal communication skills; with the ability to provide creative and innovative ideas/content.
- Impeccable attention to detail; familiarity with AP Style a plus.
- Outstanding analytical, organizational, and problem-solving skills.
- Ability to work autonomously and collaboratively in a complex environment and to respond sensitively and patiently to donor and staff inquiries in a timely manner.

ADDITIONAL DETAILS

- Full-time position (40-hour workweek) with occasional weekend hours and travel required.
- Position is based in Nelsonville, OH -- a hybrid work policy is available.
- Benefits package includes PTO, disability plan, health insurance, life insurance, and retirement plan.

HOW TO APPLY

Please send a cover letter and resume to msharkey@ffao.org. **Please apply no later than January 23, 2026.** Submissions will be reviewed as they are received, with interviews scheduled accordingly. We thank all applicants for their interest, but only those selected for an interview will be contacted.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

FAO is committed to creating an inclusive environment for all employees.