



Title: Communications Fellow
Category: Regular, Full-time, Salary, Exempt
Reports to: Director of Communications and Donor Engagement

Position Summary:

The Petoskey-Harbor Springs Area Community Foundation is seeking a creative, curious, and collaborative communicator to join our team as a Communications Fellow. This is a two-year fellowship with the potential to transition into a permanent position. You'll join a small, mission-driven team that serves as a steady partner and resource for the nonprofits, donors, and community members working to make a lasting impact in Emmet County. This is an ideal opportunity for someone passionate about community storytelling and interested in launching or growing a career in philanthropy, nonprofits, and mission-driven work. You'll gain meaningful hands-on experience while helping to share the voices and impact of the people and partners we serve.

About the Fellowship:

Funded through a generous, anonymous grant, this full-time, two-year fellowship is a hands-on training program designed to introduce emerging or transitioning professionals to careers in philanthropy. The Fellow will meaningfully contribute to the core work of the Foundation, gaining practical experience and developing skills relevant to the philanthropic and nonprofit sectors. In addition to their day-to-day work, the Fellow will participate in a national learning cohort that offers ongoing education, peer connection, and exposure to the broader philanthropic field.

About the Petoskey-Harbor Springs Area Community Foundation:

The Petoskey-Harbor Springs Area Community Foundation is a respected and growing philanthropic organization dedicated to improving the quality of life for all in Emmet County. With \$62 million in total assets and \$7 million in annual grantmaking, we connect resources, people, and ideas to drive meaningful impact in our region. Our work supports a wide range of local nonprofits, advancing initiatives in education, arts and culture, the environment, health and human services, recreation, economic opportunity, and more. We're a team of six full-time staff members who collaborate daily with donors, nonprofit partners, professional advisors, community leaders, and each other in a mission-focused, friendly, and supportive environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Digital & Social Media

- Create and manage content across social media and email marketing platforms
- Monitor performance and engagement analytics to help inform strategy
- Ensure brand consistency and alignment with the Foundation's voice and goals
- Respond to comments and messages in a timely, mission-aligned manner

Storytelling & Content Development

- Identify and craft compelling stories that highlight the Foundation's mission and the impact of our donors and nonprofit partners
- Draft and edit written content for newsletters, the website, and printed materials
- Maintain a library of stories, quotes, photos, and video content for ongoing use

Internal & External Communications

- Assist in drafting and editing press releases, outreach emails, and fundraising appeals
- Support internal staff communications and the development of key messaging
- Help maintain consistency in voice, tone, and visual identity across all platforms

Event Support

- Assist in planning, promoting, and executing donor and community engagement events

KNOWLEDGE, SKILLS, AND ABILITIES**Communication & Collaboration**

- Excellent written and verbal communication skills
- Strong interpersonal skills and the ability to work effectively with staff, board members, donors, partners, and community members
- A collaborative, team-oriented approach and willingness to contribute where needed
- Strong ethical and professional standards, including the ability to handle confidential information with care
- Strong attention to detail; copy editing and/or proofreading experience a plus

Technical Skills

- Proficiency with Microsoft Office
- Experience with social media platforms, email marketing platforms, and graphic design software
- Comfort with learning new software applications and tools, platforms, and database systems
- Photography and/or video skills a plus

Education & Experience

- Bachelor's degree in communications, journalism, marketing, public relations, creative writing, or related field or 2-5 years of relevant communications experience

Physical/Mental Requirements:

- Works in well-lit, pleasant, smoke-free office
- Requires occasional evening and weekend hours for meetings or events onsite and offsite
- Requires occasional travel for fellowship training program.
- Must be able to sit for long periods of time
- Involves periodic repetitive movement associated with keyboarding
- Able to stoop, bend, and move intermittently to do filing and move equipment and supplies necessary for job function
- Requires frequent attention to detail/concentration on paperwork, writing, etc.
- Requires meeting deadlines and fulfilling scheduling requirements
- Simultaneous handling of multiple tasks on a frequent basis

Our Mission

To improve the quality of life for all people in Emmet County, by:

- Connecting donors with community needs
- Building a permanent source of charitable funds to serve our area
- Addressing a broad range of community issues through innovative grantmaking
- Championing philanthropy and active citizenship

Our Values

In striving to accomplish our mission, the staff, board, and volunteers of the Petoskey-Harbor Springs Area Community Foundation will abide by the following core values and principles:

- Collaboration – We seek to be a thoughtful and respected partner, to tackle issues for the greater good in Emmet County.
- Resource – We have a proud history of connecting people, organizations, needs, know-how and funding.
- Inclusion – We know that meaningful representation and engaging the full spectrum of our community leads us to better solutions. Diversity of perspectives is an asset to any community seeking to improve the quality of life for all.
- Leadership – We are in a unique position to serve as a visionary catalyst for positive change. In doing so, we challenge ourselves and the status quo, and we hope to influence other leaders to innovate together.

EMPLOYMENT WITH THE PETOSKEY-HARBOR SPRINGS AREA COMMUNITY FOUNDATION IS BASED ON INDIVIDUAL MERIT. EMPLOYMENT OPPORTUNITIES ARE OPEN TO ALL, WITHOUT REGARD TO RACE, COLOR, SEX (INCLUDING PREGNANCY AND CONDITIONS RELATED TO PREGNANCY), AGE, MARITAL STATUS, HEIGHT, WEIGHT, RELIGION, NATIONAL ORIGIN, DISABILITY, MISDEMEANOR ARREST RECORD, GENETIC INFORMATION, VETERAN STATUS, CITIZENSHIP OR ANY OTHER STATUS PROTECTED UNDER APPLICABLE LAW