



Director of Communications

The Wichita Foundation is seeking a creative and strategic leader to serve as Director of Communications. This full-time job is a hands-on leadership role responsible for shaping the Foundation's voice while also producing high-quality content across platforms.

About the Wichita Foundation

The Wichita Foundation is a public, place-based organization committed to building a Wichita where everyone can thrive. Celebrating our 40th anniversary in 2026, we bring together the resources of individuals, families, and organizations to support nonprofits through grantmaking and invest in community-driven solutions. WF is composed of 275+ funds and assets of \$110 million. Each fund represents a unique philanthropic purpose. In FY25, WF deployed \$10.9 million to nonprofit and community organizations.

This is a player-coach role with a focus on high-impact content and strategic communications. The Director will:

- Directly produce key content and storytelling while leveraging team members and external partners for execution and scale.
- Lead communications strategy and brand positioning, while creating and overseeing storytelling, publications, and digital content that elevate the Foundation's impact
- Lead the Foundation's voice, storytelling, and public presence, ensuring that its work, impact, and partnerships are clearly and compellingly communicated to the community, donors, and stakeholders
- Leverage a strong understanding of policy, research, and community context, helping translate complex issues and systems into accessible narratives that inform and engage the public.

Key Responsibilities

Lead Communications Strategy and Brand

- Set and execute the Foundation's communications strategy and annual plan
- Ensure clear, consistent messaging across audiences and channels
- Position the Foundation as a trusted voice on community issues and impact

Create and Produce Content

- Write and edit key communications: newsletters, reports, announcements, donor communications
- Oversee digital content including website, email, and social media
- Work with Design and Content Coordinator on visual content (graphics, photography, video)
- Manage publications and storytelling that highlight community impact
- Pitch and support media relations and earned media opportunities

Translate Policy, Research and Impact

- Partner with program and strategy staff to understand community issues, data, and trends
- Translate complex policy, research, and systems challenges into clear, compelling narratives
- Help audiences understand the *why* behind the Foundation's work

Manage Channels and Performance

- Oversee website, email marketing, and social platforms
- Monitor engagement and performance metrics
- Use insights to refine messaging, campaigns, and channel strategy

Lead and Support Others

- Supervise communications staff and contractors
- Manage external vendors (designers, printers, media, etc.)
- Equip staff and board as brand ambassadors
- Manage communications budget and priorities

Collaborate Across the Organization

- Partner with the philanthropy team to support donor engagement and campaigns
- Align communications with programs, initiatives, and strategic priorities
- Support internal communications and organizational alignment

The Ideal Candidate

Capabilities

- A strong writer and storyteller who enjoys producing content as well as working collaboratively with other team members
- A strategic thinker who can connect communications to mission and impact
- Comfortable moving between big-picture planning and day-to-day execution
- Curious about community issues, policy, and systems change
- Collaborative, organized, and able to manage multiple priorities

Experience

- 6–10+ years in communications, PR, marketing, or related field
- Experience in a mission-driven or community-focused organization preferred
- Proficiency with digital tools (email platforms, CMS, social media, design tools)

Compensation and Benefits

- **Salary Range:** \$85,000 – \$110,000
- Generous PTO package
- Comprehensive health, dental, and vision coverage
- FSA and HSA options for flexible healthcare planning
- Retirement plan with employer contribution
- Employer-provided life insurance
- Possible hybrid work environment. Once training period is completed, employee may be eligible to work remotely up to two days per week.
- Paid time off and eligible for parental leave
- Opportunities for professional development and growth
- Supportive and inclusive work environment

The Wichita Foundation is an equal opportunity employer and welcomes everyone to our team. We strongly encourage people of color, lesbian, gay, bisexual, transgender, queer and non-binary people, veterans, parents and individuals with disabilities to apply. If you require reasonable adjustments during the application process, please let us know. In your application, please feel free to note your preferred pronouns.

Please send your resume, cover letter, including salary requirement, and references to karin@sabeyconsulting.com.

We will begin interviewing qualified candidates immediately, and the job will remain open until a candidate is hired. **No phone calls, mail, or in-person deliveries, please.**