



**Job Description**  
**THF Communications Operations Manager**  
**Part Time Contractor Position 2025-26**

**Overview:**

The Tam High Foundation seeks a skilled marketing communications professional to support the THF communications team's work. This position will work with the Communications Chair and the Executive Director to implement the marketing and communications needs of the foundation and its committees.

**Responsibilities:**

- **Content Creation and Production:**  
Edit content submitted by the Board for various communications efforts, and/or propose content ideas/alternatives for all communications channels including social media posts, email newsletters, email blasts, website copy and event marketing materials.
- **Campaign Management:**  
Planning, executing, and tracking THF's communications (both general comms as well as comms support of the Annual Giving Campaign) across various channels (social media, email, website) and in alignment with a team communications calendar.
- **THF Brand Manager:**  
Ensure proper usage of the THF logo, brand, and content guidelines, ensuring consistency across all marketing efforts.
- **Data management:**  
Managing donor/supporter tagging and segmentation on the THF email platform in conjunction with the THF AGC Donor Analytics chair and AGC Comms Chair.
- **Social Media Management:**  
Creating and managing social media content, engaging with followers, and continuing to build THF's online communities.
- **Email Marketing:**  
Executing email campaigns to engage and educate the donor community to ultimately drive donations to the AGC. Manage email templates that will be used for segmented communications (general newsletters, AGC outreach, THUMB and PATH emails)
- **Website Management:**  
Updating the Tam High Foundation website as needed and requested by the THF Board. Setting up new events, tracking responses, and ticket sales.



- **Reporting:**  
Providing reports as requested by the ED or THF Board.

#### **Skills and Qualifications:**

- **Professional Background:** Relevant experience in marketing, advertising, or related fields.
- **Knows marketing tools & platforms:** Proficiency in using marketing tools and platforms such as Canva, Mailchimp email platform, Wix website builder, and DonorBox.
- **Excellent written communications skills:** Strong writing, editing, and communication skills.
- **Team Player:** Ability to collaborate with an active and hands-on board and be proactive in planning for the marketing and communications needs of the organization.
- **Project Management Skills:** Ability to manage multiple projects, meet deadlines, and work independently.
- **Committed to the Mission of THF:** Maintains a strong understanding of the Tam High Foundation's mission and is able to properly convey the Foundation's work in a positive way.

#### **Additional Information:**

- **Project duration and expected hours:** This is a contracted position. Hours will range from 5-15 hours per week with heavier workload in the fall, slightly lighter in the spring, and very light in the summer.
- **Location:** Remote
- **Compensation:** \$25-\$30 based on experience

#### **About THF:**

The Tam High Foundation is a parent-led independent 501(c)3 fundraising organization that supports programs benefiting all students at Tam High. It also fundraises for the Conservatory Theatre Ensemble (CTE,) Patrons of the Arts at Tam High (PATH,) and Tam High United Music Boosters (THUMB.)

Tam High Foundation is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.