JOB DESCRIPTION

Position: Content Manager

Reports to: Senior Vice President of Communications

Job Summary: The Content Manager supports El Pomar Foundation's mission by developing, implementing, and maintaining high-quality content across the Foundation's communication channels that help tell the stories of the Foundation's philanthropic work and the stakeholders it supports. This position ensures a consistent and professional representation of the Foundation's brand through web updates, social media content, email campaigns, photo and video assets, press announcements, and print collateral. The Manager collaborates across departments to support programmatic needs, promote event participation, elevate brand visibility statewide, and contribute to the Foundation's strong reputation in the philanthropic community. Strong writing skills are essential to success in this role, as well as the ability to employ a variety of technological tools to carry out the communications objectives.

Job Classification: Full-time, exempt

Wage Range: $54,000 – $62,000 per year
(Dependent on experience)

ABOUT THE FOUNDATION

Founded in 1937 with a mission to enhance, encourage and promote the current and future well-being of the people of Colorado, El Pomar Foundation is one of the largest private foundations in the state, contributing over $25M annually in grants and programs to support Colorado nonprofits. Employees at El Pomar are part of a culture that seeks to help people live better lives and empower communities and individuals to make meaningful collective impact. We are committed to our values of respect, integrity, teamwork and excellence, and work hard every day to lift each other up and make a difference in the lives of our grantees, their communities and the sector as a whole. Much is expected of our staff in pursuit of this mission, and much is received in return.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise the work of El Pomar's Fellows who support the Communications Office. Ensure annual Fellow onboarding and training is implemented successfully and serve as day-to-day supervisor for Fellows' strategic and tactical communications work.
- Develop, proofread, and edit a variety of content and materials including announcements and invitations, newsletters, web content, press releases, promotional collateral, speeches and run-of-show remarks, correspondence, etc. Provide communications support for all El Pomar's programs, as well as historic properties: Will Rogers Shrine of the Sun, Penrose Heritage Museum, and Penrose House.

- Serve as first editor for content created by Fellows and departments around the Foundation.
- Work with the SVP of Communications and Foundation leadership as necessary to execute internal messaging to ensure consistent, engaging, and brand-aligned communication across all platforms.
- Work with the SVP of Communications to coordinate media relations efforts, including drafting press releases, responding to media inquiries, supporting leadership with media engagement, and crisis communications.
- Steward and uphold El Pomar's brand standards across all communication mediums.
- Develop graphics and visual assets using established brand guidelines.

Digital Content Development & Management

- Produce, edit, and publish content for El Pomar's website, social media platforms, newsletters, email campaigns, and digital initiatives, and/or lead content production by Fellows.
- Maintain website content for accuracy, accessibility, and alignment with brand standards and strategic communications plan. Work directly with outside web developer as needed for regular maintenance and significant content updates.
- Support development of print and digital collateral including brochures, fact sheets, event materials, and special publications.
- Attend events to photograph and capture details for social media, newsletters, annual reports, and other communications channels.
- Organize and manage digital photo & video assets and archives, ensuring efficient foundation-wide procedures for storing, archiving, and accessing media files.
- Manage image/film reproduction permissions as necessary.

Social Media & Digital Engagement

- Build, manage, and nurture our online community by monitoring social media channels, engaging with comments, and responding to messages, as well as engaging with our partner/stakeholder organizations, engaging and tagging them in relevant posts and seeking ways to cross-collaborate.
- Manage day-to-day social media operations, including content creation, scheduling, monitoring, and real-time engagement.
- Develop and implement boosted/paid social media strategies to support key priorities (as needed).
- Track trends and propose opportunities to expand the Foundation's digital reach and visibility.

Analytics, Reporting & Media Monitoring

- Track and analyze website, social media, and email performance to inform content strategy.
- Prepare regular analytics dashboards and recommendations for improvement.
- Support the monitoring of media mentions and maintain the Foundation's media tracking systems.
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong writing, copyediting, and storytelling skills.
- Experience with CMS platforms, social media tools, and email marketing systems.
- Basic graphic design capability (Adobe Creative Suite or Canva preferred).

- Understanding of web usability, accessibility, and content strategy best practices.
- Strong project management skills, including ability to manage multiple projects and meet deadlines.
- Strong interpersonal and communication skills.
- High attention to detail and commitment to producing quality work.
- Proficiency in Microsoft Office Suite.

QUALIFICATIONS AND PHYSICAL DEMANDS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A successful candidate must be able to work in a fast-paced environment with exceptional multi-tasking skills. Well-developed organizational, analytical and problem-solving skills are required. Be able to sit for extended periods and work across digital platforms. Applicants should be honest, confident, personable and professional.

This position requires the ability to work in a courteous professional manner with the public and honor the Foundation's recognized values of Respect, Integrity, Teamwork and Excellence, as well as the Foundation's Operating Commitment of employees being Resourceful, Relational, Responsive, Resilient and Reliable.

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Applicant must have a bachelor's degree in communications, digital media, marketing, journalism or related field and two (2) to four (4) years of relevant experience.

Successful completion of a pre-employment background check is required.

REMOTE WORKING:

This job is eligible for remote working per the policy in the Employee Handbook and with supervisor approval.

HOW TO APPLY:

We encourage all qualified candidates to submit both a cover letter and resume to Nicole Magic at nmagic@elpomar.org no later than 5:00pm on Thursday, January 22, 2026 (MST).

CURRENT BENEFITS:

Paid Time Off

- 10 days vacation, 10 days health and wellness and 2 floater holidays per year (vacation time increases with years of service)
- Options to roll-over and year-end cash-out
- 10+ holidays per year
- Paid FMLA (must meet FMLA requirements to qualify)
- Paid FAMLI – administered by State of Colorado and must meet requirements to qualify – this benefit does not provide 100% wage replacement

403(b)

- Employees may contribute pre-tax earnings immediately upon employment
- After one year of employment, 100% match by Foundation on up to 6% of employee deferral

Medical, Dental, Vision and Accident Insurance

- Direct primary care provided by Peak Med at no cost to employee (must carry Foundation's medical insurance plan). No co-pays for office visits and access 24/7.

- Foundation pays 95% of medical, dental and vision premium for employee and their dependent(s)
- Foundation pays 100% of cost for AFLAC and Identity Theft Protection

Flexible Spending Account (FSA)

- Pre-tax dollars from your paycheck to get reimbursed for medical and dental expenses or child care funds

Childcare Benefit

- After 6 months of service, eligible for daycare assistance for employee's dependent child or children under the age of 5 and living with the employee. Employees are reimbursed for 30% of the daycare fee paid to a qualified, licensed daycare provider with a maximum monthly benefit of $500.

Continued Education/Tuition Reimbursement

- The Foundation places great value in the skills and abilities of our employees. To maintain and improve those skills, we offer educational benefits for memberships in employment related professional societies or associations, and to attend employment related local, regional or national trainings, seminars and meetings.

Other Insurance

- 100% employer paid Basic Life and AD&D Insurance
- 100% employer paid Long Term Disability Insurance

Other Benefits

100% employer paid AAA membership