



Director of Communications & Administration

The Charles County Charitable Trust is seeking a highly qualified and motivated individual to head up its communications and administration functions by developing and executing strategies that strengthen the visibility of the Trust and the nonprofit organizations it serves, and by managing administration and financial operations effectively and efficiently.

Communications & Advocacy:

- Build a strong nonprofit network and website presence through social media, website and program promotion and advertising, research and partnerships
- Lead the re-design and manage the Trust's website

Administration:

- Lead the Trust in the grant review and award process, including processing grant agreements, reviewing mid-year and final reports, and writing impact reports
- Working with the Finance Committee, administer fiscal transactions and manage the finances of the Trust with the assistance of an administrative assistant
- Working with Sr. Director of Programs, develop and implement avenues of raising funds for Charles County, Maryland nonprofits and the Trust.

Qualifications:

- Bachelor's Degree
- Ability to write with clarity and conciseness
- Verbal skills, including public speaking that convey ideas and concepts with directness and clarity
- High proficiency in Microsoft Office
- Proficiency in QuickBooks, MailChimp, Survey Monkey, WordPress (preferred)

Experience:

- Working for nonprofit organizations (5 years preferred)
- Managing communications and/or other functions (5 years preferred)
- Managing basic fiscal operations

- Writing proposals & fund raising (preferred)
- Developing surveys, interpreting data and writing reports (preferred)

Supervision:

This position will work in collaboration with Sr. Director of Programs & Advocacy and report directly to the Board of Directors.

Charles County Charitable Trust:

The Charles County Charitable Trust promotes and nurtures the equitable, social, economic, and cultural wellbeing of Charles County residents by supporting and advancing the work of the county's nonprofit community. Founded in 2016, it manages an annual nonprofit grant award program on behalf of the Charles County Board of Commissioners, and most recently administered several rounds of emergency relief grant programs. The Trust also provides local nonprofits with a range of educational programs, networking opportunities, and leadership development.

The Trust is governed by a managing Board of Directors that is made up of Charles County residents and its office is located in Bel Alton, Maryland.

How to Apply: Send resumé to Susan Petroff at spetroff@charlesnonprofit.org. The position will be filled as soon as a qualified applicant has been identified.