



Director of Communications

Communities Foundation of Oklahoma
Oklahoma City, OK

About Communities Foundation of Oklahoma

Communities Foundation of Oklahoma (CFO) is a statewide nonprofit dedicated to strengthening communities by supporting philanthropy, community funds and charitable organizations across Oklahoma, with a strong focus on rural communities. CFO partners with donors, nonprofits and community leaders to create lasting impact through thoughtful stewardship and effective collaboration.

Position Summary

The Director of Communications leads CFO's external and internal communications efforts to ensure clear, consistent and professional messaging across platforms. This role combines strategic thinking with hands-on execution, including website management, digital content and social media. The Director of Communications also supervises a Communications Coordinator and works closely with leadership and program teams to support CFO's mission and growth.

This position currently reports to the Executive Director.

Key Responsibilities

- Develop and implement a communications strategy that supports CFO's mission, priorities and statewide impact.
- Manage and update CFO's website using a content management system and light HTML to ensure accuracy, accessibility and timely updates.
- Create and oversee digital, print and social media content that reflects CFO's brand and values.
- Supervise and support a Communications Coordinator, ensuring quality, timeliness and professional development.
- Collaborate with internal teams on campaigns, initiatives and announcements.
- Maintain content calendars, workflows and approval processes to improve efficiency and consistency.
- Support leadership communications, including board materials and organizational announcements.



Qualifications

Bachelor's degree in communications, marketing, journalism, or a related field (or equivalent professional experience).

- Five or more years of communications experience, including digital and website management.
- Working knowledge of CMS platforms and basic HTML.
- Experience managing or mentoring staff.
- Strong writing, editing, and organizational skills.
- Experience in nonprofit or mission-driven organizations preferred.

What We're Looking For

We are seeking a communications professional who is:

- Practical and execution-oriented
- Comfortable working directly in digital platforms
- Organized and reliable
- Collaborative and service-minded
- Interested in contributing to a growing, mission-driven organization

Compensation & Benefits

\$70,000 to \$85,000

Salary is commensurate with experience. CFO offers a competitive benefits package, including paid time off, holidays, 401K plan (traditional and Roth) with employer match, Blue Cross Blue Shield health plan, and professional development opportunities.

How to Apply

Please submit a resume and brief cover letter describing your interest and relevant experience to hr@cfok.org with Director of Communications in the subject line.

Applications will be reviewed on a rolling basis until the position is filled.