

**Position Title:** Foundation Communications Manager  
**Location:** MemorialCare Saddleback Medical Center Foundation  
24451 Health Center Drive  
Laguna Hills, CA 92653  
**Reports to:** Executive Director, Communications & Donor Engagement  
**Status:** Exempt  
**Pay Range\*:** \$77,521.60-\$112,340.80/annually

### **Purpose Statement / Position Summary**

MemorialCare Saddleback Medical Center Foundation is seeking a Foundation Communications Manager to join our team. This position offers an exciting opportunity to contribute to meaningful causes and help drive the success of our fundraising and engagement initiatives. Saddleback Medical Center Foundation is a growing nonprofit dedicated to developing the philanthropic resources necessary to strengthen the ability of MemorialCare Saddleback Medical Center to enhance the health and well-being of individuals, families and our community.

Reporting to the Executive Director of Communications & Donor Engagement, the Foundation Communications Manager plays a pivotal role in advancing the mission and impact of Saddleback Medical Center Foundation (SMCF) through compelling storytelling and strategic communications. This role manages the development and execution of integrated marketing and communications strategies that inspire philanthropic support and deepen donor engagement. With a high degree of creativity, the Foundation Communications Manager creates impactful print and digital communications—including publications, campaigns, and multimedia content—that elevate SMCF’s visibility, highlight transformative programs, and demonstrate the power of giving. By blending strategic thinking with exceptional execution, this position ensures every communication reflects the heart of SMCF’s work and connects meaningfully with its audiences.

This position requires full understanding of and active participation in fulfilling the mission of Saddleback Medical Center. It is expected that the employee demonstrates behavior consistent with our core values: Integrity, Accountability, Best Practices, Compassion and Synergy. The employee shall support Saddleback Medical Center’s strategic plan and participate in and advocate performance improvement/patient safety activities.

### **Essential Functions and Responsibilities of the Job**

#### ***List of broad job specific functions.***

1. Ability to write and develop all communications materials across print, digital, and social media
2. Ability to ensure professional presentation and consistent messaging of corporate, editorial and graphic standards
3. Ability to collaborate with internal teams and vendors to manage projects
4. Ability to strategize public relations efforts
5. Ability to interact professionally with foundation constituents
6. Ability to be at work and be on time
7. Ability to follow company policies, procedures and directives
8. Ability to interact in a positive and constructive manner
9. Ability to prioritize and multitask

### **Essential Job Outcomes**

#### ***Specific job-related responsibilities and duties.***

1. Write, proof and edit communications materials including acknowledgement letters, newsletters, direct mail appeals, website copy, case statements, donor proposals, one-sheets, annual impact report, social media posts, e-blasts, news releases, brochures, invitations, programs, flyers, posters and signs
2. Produce print and digital collateral and online giving platforms, ensuring professional presentation and consistent messaging of corporate, editorial and graphic standards
3. Collaborate with internal teams and traffic projects with print and mailhouse vendors, obtaining estimates, staying in alignment with budget, and ensuring that deadlines are met
4. Manage public relations efforts and establish relationships with media to garner publicity
5. Interview patients, physicians, donors and other community members to share impact stories
6. Take photos and/or assist photographer at events and obtain permission for use
7. Undertake ad hoc projects when required to assist management in maximizing resources

### **Experience**

- Excellent writing and editing skills
- Proficiency in graphic design software such as In-Design, Canva, and Photoshop
- Ability to communicate to various audiences through a variety of mediums such as print, email, websites, and social media
- Proven experience in marketing communications, preferably within a nonprofit organization; healthcare fundraising a plus
- Strong project management skills with the ability to multitask and meet deadlines
- Strategic thinker with a proactive and creative approach to problem-solving
- Managing third-party vendors such as printers and mailhouse services
- Strong computer skills to include Windows, Microsoft Office/Word/Excel/PowerPoint/Outlook, mass email platforms such as Campaign Monitor, and online giving platforms such as GiveSmart
- Excellent interpersonal skills showing courtesy, compassion, and respect at all times when interacting with donors, patients, families, employees, visitors and others

### **Education**

Bachelor's degree required

*\*Placement in the pay range is based on multiple factors including, but not limited to, relevant years of experience and qualifications.*

### **Apply here:**

<https://careers.memorialcare.org/job/laguna-hills/foundation-communications-manager/28372/94235179104>