

Communications & Events Manager

Hospice Giving Foundation

Monterey, California | Full-Time | Exempt

Hospice Giving Foundation seeks a creative and organized Communications & Events Manager to strengthen community awareness of end-of-life resources and lead signature events serving Monterey and San Benito Counties.

Since 1997, Hospice Giving Foundation has supported local nonprofit hospice and palliative care providers and community programs through grantmaking, convening, and collaboration. Our work helps individuals and families access information, services, and support at the end of life.

This position offers the opportunity to shape public communications around our work and bring meaningful community gatherings to life as we continue to grow.

The Communications & Events Manager reports to the Director of Philanthropy and supports our convening work, oversees all external communications, plans and executes our annual events calendar, and maintains our website.

Position Overview

The Communications & Events Manager develops and produces public communications across digital and in-person channels, maintains a consistent organizational voice, and coordinates our signature events: Tree of Life, The Gratitude Luncheon, and annual fundraising events, alternating between our golf tournament, The Scramble, and fashion show luncheon, Fashion & Compassion.

The role works closely with the Director of Philanthropy, CEO, staff, community partners, and volunteers to promote resources, amplify grantee programs, and deliver well-organized, compelling, and successful fundraising events.

Key Responsibilities

Grantee and Programmatic Communications

- Promote grantee workshops and events via social media, email communications, in print, and on the community education calendar on our website.
- Design and place both print and digital paid promotions highlighting grantee work.
- Support communications for our two collaboratives, the Monterey County Palliative Care Collaborative and End-of-Life Educators Collaborative, through flyers, email invitations, and related emails.

Donor and Community Communications

- Manage Annual Report production from kickoff through distribution, collaborating on content with the Director of Philanthropy, CEO, and a graphic design contractor.
- Work with the Director of Philanthropy and CEO to execute an annual communications calendar
- Maintain and grow our social media presence via Later management platform, identifying relevant conversations about end-of-life care in the media, and amplifying grantee and donor stories.
- Manage Constant Contact and refine audience segmentation for effective email communications.

Event Planning and Execution

- Manage, plan and execute annual events from beginning to end, including invitations, guest lists, location logistics, and wrap up for Tree of Life, Gratitude Luncheon, and alternating fundraisers: The Scramble golf tournament and Fashion & Compassion luncheon.
- Coordinate staff, board members, vendors, and volunteers to identify roles and responsibilities, as well as acting as point of contact.
- Fulfill event sponsorship benefits and ensure partners receive the recognition and deliverables Hospice Giving Foundation has committed to providing.
- Provide support for additional educational events as needed.

Website Management

- Maintain and update our website, hosted on WordPress, including the resource library.
- Build and launch a community education calendar on our website, showcasing our grantee's outreach work for community members who are seeking education opportunities.

Qualifications

Required

2–4 years of experience in communications, marketing, or nonprofit development, ideally including social media management, graphic design, and event support.

Strong writing and editing skills, with the ability to represent an organization's voice publicly.

Working knowledge of website content management systems and email and social media management platforms.

Strong organizational skills and ability to manage multiple deadlines with limited supervision.

Valid California driver's license and current automobile insurance.

Authorization to work in the United States.

Preferred

Ability to communicate about death, dying, and grief with warmth, clarity, and directness.

Experience with donor communications and/or sponsorship benefit management.

Experience with Microsoft 360, Later (social media management), Adobe Creative Suite and/or Canva, Constant Contact and WordPress.

Ability to speak Spanish a plus.

Work Environment and Physical Requirements

Hospice Giving Foundation is a small, collaborative team where staff contribute initiative, ideas, and shared responsibility for community impact.

This in-person position is based in Monterey, California, five days per week. Local travel within Monterey and San Benito Counties is required. Evening and occasional weekend events may be required.

The role involves frequent sitting, desk work, and use of a phone and computer, with occasional lifting of items weighing less than 15 pounds.

Compensation

The salary range for this position is \$80,000–\$90,000 annually.

About Hospice Giving Foundation

Hospice Giving Foundation is an independent foundation dedicated to ensuring compassionate, high-quality end-of-life care for all people in Monterey and San Benito Counties. Through grantmaking, education, and community collaboration, we strengthen nonprofit hospice and palliative care services and support patients and families.

Hospice Giving Foundation is an equal opportunity employer and encourages candidates of all backgrounds to apply.

To Apply

Please send a cover letter and resume to Laura Hamill, Administrative Assistant, at lhamill@hospicegiving.org.