

Communications Manager

Preservation Foundation of Palm Beach

The Preservation Foundation of Palm Beach is seeking an experienced and enthusiastic communications professional to take the nonprofit's message and impact to the next level. For nearly 50 years, the Foundation has done incredible work protecting the heritage of the island of Palm Beach; now it is time to level up in telling our story, and successfully conveying why our work matters to ensure a beautiful and authentic future for Palm Beach. We are seeking a communications professional who can work with the President of the Foundation to execute a holistic vision for how to better engage constituents on the island, county-wide, state-wide and nationally, from books to social media, emails to press. The work of the Foundation is public-facing, and requires nuance and care in messaging; the ideal candidate will be versed in the culture and politics of Palm Beach, and able to understand big-picture implications of advocacy issues and taking a public stand on current affairs. The right candidate will be enthusiastic about diving into understanding our current audience, and strategize on how to grow impact in all the right ways. From strategic brainstorming to on-the-ground production of content, this role allows for creativity and leadership at an organization whose mission is critical to a vibrant future for Palm Beach. The Communications Manager will report to the President, but also work collaboratively with the rest of the staff to understand and broadcast the work and impact of the Foundation.

Duties:

- Work with President and CEO of the Foundation to establish and enact a Communications Plan for the organization that encompasses all departments and work, and prioritizes how to get messaging to desired audiences.
- Oversee and create all public messaging, including but not limited to:
 - Member newsletters, mailed three times per year: Work with senior leadership to plan contents, then write (or assign) stories, procure photography and other image needs, and coordinate printing.
 - Email blasts: Work with senior leadership to plan, write and send regular email updates to our list informing people of events, opportunities and special messages.
 - Press campaigns, advertising, season guides
 - Assist Advancement Department with solicitations and invitations as needed, including mailing lists, and coordinate timing to ensure maximum engagement.
 - Produce other publications and outreach as needed.

- Curate and create all content for social media, with a focus on growing and deepening public engagement, but in a way that stays true to our image and mission.
- Oversee the Foundation's website, overhauling department pages, updating content as needed and keeping look and information presented on the site fresh.
- Produce and disseminate Press Releases to local, state and national outlets.
- Produce analytics to assess outreach success and make strategic decisions for future outreach
- Work with Vice President on needs related to video and book production.
- Coordinate photography at season events with Advancement team.
- Oversee photography, graphic design and design guidelines for all collateral
- Strategize with President and CEO, Board of Trustees and staff, as needed, on community and political outreach.
- Assist with Foundation events as needed.
- Other duties as needed.

Major Qualifications:

- A bachelor's degree is required
- Experience in the communications field is required
- Knowledge of Palm Beach, local media and local contacts is a huge plus
- Excellent interpersonal skills prioritized, and the ability to work well with others in a team setting is required
- Passion for Palm Beach and the mission of the Preservation Foundation required

Compensation:

This is a full-time job based at the Preservation Foundation in Palm Beach, Florida. The salary range is \$75,000 to \$105,000, commensurate with experience. Generous benefits package included.

To Apply:

Please send a cover letter and CV to Danielle Del Sol, President and CEO, by COB Friday, October 23, 2026, via email: ddelsol@palmbeachpreservation.org. For questions, please call the Foundation at 561.832.0731.

Mission:

The Preservation Foundation of Palm Beach is a 46-year-old nonprofit that advocates, educates, and invests in the community to protect the architectural, botanical, and cultural heritage of Palm Beach.