



JOB ANNOUNCEMENT: Communications Director

SUMMARY:

Reporting to the Vice President of Communications and Marketing, (VP) the Director participates in the creation and implementation strategies that advance The Foundation as a key influencer on issues pertaining to gender, racial and economic justice and as the expert in women's philanthropy. These strategies include publications, media relations, digital media, conferences and public education events. The Director works to ensure that The Foundation's mission, values and priorities are reflected in all partnerships, publications, and public education events.

RESPONSIBILITIES:

Writing and Editorial

- Work with the VP to ensure communications strategy alignment across the entire organization.
- Write and edit op-eds, press releases, articles, publications, blog posts, speeches, talking points and other supporting materials.
- Participate in the editorial, production and dissemination aspects of Foundation research, impact and thought leadership publications.
- Serve as editor for The Foundation's magazine *Activist Philanthropist*, developing the themes for issues, assigning and editing articles, managing freelancers.
- Partner with the VP, Programs and programs staff to develop articles and blog posts and provide editorial guidance.
- Responsible for maintaining thorough knowledge of the work of The Foundation it's strategies, grantee partners, research, and the issues facing women in NYC by monitoring local/national news and all Foundation materials/opportunities.
- Supervise the New School IGNITE Writing Fellow.
- Editorial and writing projects as assigned.

Media Relations

- Working with the VP and PR consultants, develop and execute media strategies to advance issues and accelerate change in alignment with broader Foundation strategies.
- Create talking points and preparation documents for media interviews.
- Draft op-eds, and articles about The Foundation's approach/expertise in women's philanthropy and about issues facing women and girls; in alignment with broader Foundation strategies and grantmaking priorities.
- Research outlets such as journals article placement and develop strategy for placement to amplify The Foundation's voice and influence; analyze and report media results and trends.
- Identify opportunities for The Foundation to publish commentary on trends, events, policy or other developments that affect women and families; draft commentary.

Public Education Events

- Along with the VP, lead the development of The Foundation's public education events strategies



including panel discussions, speaker series, and report releases.

- Manage execution of events, including all content development and panelist relations for each event.
- Research key external speaking opportunities and conferences to provide opportunities for Foundation staff to present content knowledge.

PROFESSIONAL EXPERIENCE AND QUALIFICATIONS:

- BA Degree with minimum of 7-10 years of experience in similar setting. Advanced degree preferred.
- A deep commitment to the mission of The New York Women's Foundation.
- Demonstrated understanding of the issues, challenges and approaches for advancing gender, racial and social justice issues.
- Expertise in developing communication platforms to increase visibility of an organization.
- Knowledge of social media and digital engagement.
- Must flourish in a diverse environment that is highly transparent and collaborative.
- Strong managerial skills.
- Excellent editorial and written and oral communication skills.
- Excellent organizational skills and attention to detail.
- Must be able to multi-task in a fast-paced environment and meet tight deadlines.
- Strong interpersonal skills with an ability to foster cooperation and collaboration.
- Ability to recommend and initiate new procedures to manage the flow of information between the various constituents [departments, co-workers, vendors, committee members, volunteers, etc.].
- Ability to attend Foundation events outside of standard working hours.
- Background in policy and advocacy communications a plus.

HIRING POLICY:

The New York Women's Foundation® is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

TO APPLY:

Please send cover letter, salary requirements and resume to:

hr@nywf.org

[Or via mail to:](#)

The New York Women's Foundation
39 Broadway, 23rd Floor
New York, NY 10006
Attention: Human Resources

NO TELEPHONE CALLS PLEASE.