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Job Opening - Communications Officer

The Walton Family Foundation, based in Bentonville, Arkansas is seeking an experienced individual to support and manage communications initiatives. The position will report to the foundation's Communications Director.

About the Walton Family Foundation

Headquartered in Bentonville, Arkansas, the Walton Family Foundation was founded by Sam M. Walton, founder of Wal-Mart Stores, Inc., and his wife Helen R. Walton. Their purpose in establishing the Foundation was to focus the family's philanthropic efforts to assure that their charitable giving would have the most positive impact. The Foundation provides grants to nonprofit organizations for K-12 education reform, community and educational development in our Home Region, the environment and other areas of special interest. A family-based Board of Trustees provides overall direction for the program areas. A current staff of approximately thirty conducts the day-to-day operations. More information about the current areas of focus for the foundation can be found at www.waltonfamilyfoundation.org.

Responsibilities

Communications Officer will be part of foundation team charged with managing strategic communications activities targeting key foundation audiences, including but not limited to: board members, program staff, grant recipients, philanthropic partners, opinion leaders and the communities to which the foundation provides grants. Specific duties will include, but not be limited to, the following:

- ▶ Managing and regularly updating communications work plan through the Sharepoint system and generating progress reports as needed for WFF leadership and program staff;
- ▶ Providing staff and board members immediate access to strategic planning and messaging documents as well as plans and materials related to individual projects and announcements;
- ▶ Working with grantees to manage incorporation of WFF information in grantee communications including quotes from WFF staff, WFF logo and boiler plate text;
- ▶ Working with program and communications staff to produce board meeting materials, both written and multi-media;
- ▶ Contributing to management of WFF digital platforms, including website and Facebook page with the goal of increasing the frequency of new content;
- ▶ Serving as primary manager of WFF stakeholder system, including generating and incorporating new stakeholder contacts, further segmenting of stakeholders by focus area, managing editorial calendar for updates and tracking and reporting metrics related to stakeholder system and updates;
- ▶ Working with director to manage day-to-day elements of communications support for education reform and environment focus areas. This includes working with program staff and focus areas consultants to develop and execute strategic communications plans to support these areas; and
- ▶ Managing tracking system to measure results of external communications activity including media coverage; website traffic and stakeholder system. This includes producing regular reports for WFF leadership.

Qualifications and Experience

The foundation seeks a strong manager with excellent interpersonal skills as well as communications skills. Ideal candidates will have a minimum of between 5-7 years experience in a professional setting. The successful candidate will be both a self-starter who knows how to take the initiative, and a collaborative colleague who can work effectively in a small and dynamic office.

Key qualifications include:

- ▶ A passionate commitment to the goals of the Walton Family Foundation and the ability/willingness to adapt as those goals evolve;
- ▶ Excellent written and oral communications skills.
- ▶ Strategic communications writing experience, including news releases, web content and other digital communications writing products;
- ▶ Experience working with online technologies and social media trends;
- ▶ Graphic design skills and experience;
- ▶ Strong project management and strategic interactive skills;
- ▶ Proven ability to work in a collaborative manner;
- ▶ BA/BS required, communications-related academic background preferred; and
- ▶ Unquestionable ethics and personal integrity.

Physical Demands/Work Environment:

The physical demands and work environment characteristics are typical for this type of job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation and Benefits

The Foundation offers an excellent benefits package and a competitive salary that is commensurate with experience.

This position will be required to office out of the foundation headquarters in Bentonville, Arkansas. Some travel may be necessary.

Interested candidates should send a cover letter, resume and compensation history to:

Daphne Moore
Communications Director
Walton Family Foundation, Inc.
P.O. Box 2030
Bentonville, AR 72712
dmoore@wffmail.com

The Walton Family Foundation is an equal opportunity employer.