Communications Specialist

William T. Grant Foundation | New York, New York

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**Background**

The William T. Grant Foundation is seeking a Communications Specialist to join our team. The Foundation is a national funder of high-quality research on children and youth in the United States.  We seek to increase understanding of ways to reduce inequality in youth outcomes and of the use of research in policy and practice.  This includes research in various social science disciplines and across child welfare, education, juvenile justice, mental health, and youth programs.

**About the William T. Grant Foundation**

Since 1936, the William T. Grant Foundation has been committed to furthering the understanding of human behavior through research. Today, the Foundation continues to support research to inform theory, policy, and practice to improve the lives of young people. The Foundation’s assets were valued at $323 million at February 2014. Our annual budget is in excess of $16 million. The Foundation is based in New York City and has a full-time staff of 20. Adam Gamoran, a sociologist and education policy scholar, is the Foundation’s President.

For more information about the Foundation, our funding mechanisms, and our current research interests, please visit [www.wtgrantfdn.org](http://www.wtgrantfdn.org/).

**Job Summary**

The Communications Specialist works with the Manager, Communications in a fast‐paced environment to develop and implement the Foundation’s communications activities. The Specialist is responsible for editing white papers and other materials, and for supporting the Manager in other communications efforts related to social media, email marketing, and the website. The Communications Department is part of the President’s Office.

**Reports To**

The Communications Specialist reports to the Manager, Communications.

**Responsibilities**

**Publications and Editorial**

1. Work with Manager, Communications and other senior staff to write, edit, proof, and project manage Foundation publications such as white papers, annual report essays, blogs, and newsletters.
2. Synthesize and provide summaries of various publications into compelling copy for print and online media.
3. Manage production and schedules for timely completion of high-quality publications and grant application guides.
4. Draft, design, and edit PowerPoint presentations and provide support for presentations by staff or related parties at meetings and events.
5. Schedule and co-manage photo shoots, edit and resize photos for print and web.
6. Work with Manager, Communications to implement and update Foundation’s Identity Guidelines and Editorial Standards in order to establish a consistent style and voice.

**Content Marketing**

1. Support Manager, Communications in developing content for social media, website, collateral materials, presentations, newsletters, and more.
2. Work with other departments to coordinate the flow of information through electronic communications, print, and social media.
3. Collaborate with Manager, Communications to develop emarketing campaigns for segmented audiences.
4. Use Mailchimp to maintain, organize, and expand contacts database of Foundation constituents.

**Logistics**

1. Support the development and implementation of annual strategic communications plan and timelines and plan for joint projects with other departments.
2. Review, collect, and disseminate reports on communications activities using analytics and metrics.
3. Maintain relationships with vendors as necessary.
4. Work on special projects as assigned and serve on office workgroups, as necessary.

**Qualifications**

1. Bachelor’s degree in journalism, English, or related area of study, and at least three years prior work experience in publishing or communications, with preference for an academic, research, or foundation setting.
2. Excellent writing and editing skills required; basic graphic design knowledge and desktop publishing skills preferred.
3. Good grasp of digital media landscape, including social media and email marketing. Basic familiarity with SEO and content management systems preferred.
4. Proficiency with Microsoft Word, Outlook, PowerPoint, and PhotoShop required.

**Compensation**

The salary range for the position begins at $45,800. We have a competitive set of benefits.

**How to Apply**

Submit a cover letter describing qualifications for the position, a resume, a writing sample, and contact information for three references to jlui@wtgrantfdn.org. Please indicate where you saw this posting. The deadline for application is Wednesday, May 7, 2014.

William T. Grant Foundation

(<http://www.wtgrantfoundation.org/>)