

Communications Specialist
William and Flora Hewlett Foundation
Menlo Park, California

The William and Flora Hewlett Foundation has been making grants since 1967 to help solve social and environmental problems at home and around the world. The Foundation concentrates its resources on activities in education, the environment, global development and population, performing arts, and philanthropy, and makes grants to support disadvantaged communities in the San Francisco Bay Area. The Foundation's assets are approximately \$7.2 billion. In 2011, the Foundation distributed grants and gifts totaling approximately \$353 million.

About the Communications Department

The Communications Department serves a wide variety of functions within the Foundation. The department works with senior staff and program staff to help shape the Foundation's strategic direction. It provides communications services to staff by helping to analyze communications-based programs; analyzing and assessing potential grants and grantees and/or their communications plans; and helping staff communicate effectively by assisting with presentations, message development, publications, and Web content. The department also provides communications services to grantees to help them develop messages and strategies for communicating effectively with their constituents.

The department is responsible for a range of external communications functions, including creating content for and maintaining the Foundation website; handling media relations; and producing the annual report, brochures, and other printed materials.

The department is also responsible for producing the "Board Book"—the set of materials used by the Foundation's Board of Directors in their quarterly meetings.

For more information about the Foundation, its programs, and its grantees, please visit www.hewlett.org.

About the Position

The Communications Specialist provides project-related support to Foundation staff, working in collaboration with the Director of Communications. The responsibilities in this position generally fall into two categories: (1) design and development of informational material using print as well as Web media and (2) other Foundation-wide responsibilities.

Essential Duties and Responsibilities

Project Management

- Develop and provide Web content that clearly articulates the Foundation's goals, strategies, and impact.
- Manage website content, including gathering information that enhances the value of the site.
- Develop and publish the Foundation's electronic newsletter, including graphics and layout.
- Recommend creative development, including content and design of electronic and print materials.
- Act as liaison between outside consultants/vendors and program staff for communications training programs and similar activities for grantees and staff. Manage participant recruiting process, advise in candidate selection, and contribute to curricular decisions.
- Maintain media lists for each of the Foundation's programs.
- Review program content and material for accuracy and quality. Take primary information, and write creatively about it.
- Develop and maintain standards for Foundation's written reports.
- Provide descriptive copy for Foundation's publications, internal communications, and promotional material.
- Research specific projects for the Director of Communications.

- Support the Communications Associate with the production of materials for the Board of Directors. Provide substantive feedback to programs on materials for the Board.

Foundation Support

- Work with program staff to help them develop and implement communications strategies.
- Research and develop or recommend communications strategies, and assist with their planning and implementation.
- Ensure that the Foundation's work supports its overall communications strategy, business objectives, and style guidelines.

External Liaison for Department

- Manage relationships with consultants/vendors, including writers, editors, designers, developers, and printers.
- Work with grantees on communications materials, logos, and use of the Foundation name.

Required Skills and Knowledge

B.A. degree preferred, or five years of equivalent experience.

- Excellent project management skills with a strong attention to detail.
- Proven experience with Web design layout, Web authoring tools, HTML templates, and graphic design production.
- Proficiency with Photoshop; familiarity with desktop publishing software and other design software strongly encouraged.
- Strong organizational and analytical skills.
- Outstanding written and oral communication skills.
- Excellent interpersonal skills and ability to interact with a wide variety of people, both internally and externally and at all levels of the organization.
- Ability to deal with sensitive issues, escalating these to the Director of Communications or other appropriate staff in an expeditious, professional manner.
- Demonstrated ability to manage multiple tasks and prioritize without direct supervision.
- Demonstrated ability to complete tasks in a timely manner.
- Ability to creatively think about and approach problems and assigned projects.
- Experience working in or with nonprofit organizations preferred.
- Familiarity with visual communication theories.
- A sense of humor.

Physical Demands/Work Environment

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is required to spend extended periods of time on the computer.