

HOUSTON ENDOWMENT

JOB DESCRIPTION

JOB TITLE: Director of Communications

REPORTS TO: President and CEO

POSITION SUMMARY

Houston Endowment (“the foundation” or “the Endowment”) seeks an experienced, collaborative and strategic professional to serve as Director of Communications. Working with the President and senior leadership team, the Director of Communications will develop and guide communications strategies that convey its brand and unique role and advance the foundation’s work.

KEY RESPONSIBILITIES

The responsibilities of the Director of Communications include the following:

- Lead the communications function for the foundation.
- Work with executives to define clear goals and create a strong vision for the role of communications.
- Produce actionable plans to support the vision.
- Develop and manage communications strategies, plans and materials that advance the foundation’s work in its key areas of focus.
- Prospectively help the program team embed and design communications strategies into programmatic work.
- Develop and manage strategies to communicate the Foundation’s goals and programs, evolving brand and impact.
- Develop policies and procedures to embed the communications function within the organization.
- Facilitate and sustain the launch of new communications channels across digital platforms.
- Create communications strategies that help the Foundation’s leadership cultivate and enhance meaningful relationships with external audiences, including grant partners and civic leaders.
- Identify opportunities, challenges and emerging issues and work with leadership and staff to develop appropriate communications approaches.
- Work collaboratively with the leadership team and the Director of Human Resources on internal communication strategies that support a strong culture.
- Manage external consultants as needed.
- Provide communications coaching to the Foundation’s leadership and program staff; train colleagues on communication tools.
- Serve as a spokesperson and point person on media interaction.

DESIRED QUALIFICATIONS

The successful applicant should have the following experience and qualifications:

- At least seven years of successful experience in leading a strategic communications program, ideally working with a senior level leadership team.
- A Bachelor’s degree in a related field. Advanced degree preferred.
- Experience originating or strengthening a communications function for an organization.
- Excellent written and oral communication skills, including the ability to make complex issues understandable and relevant to external audiences.
- Track record of success in developing new ideas and programs and building commitment among stakeholders.
- Familiarity with the nonprofit, philanthropic or foundation sector in Houston a plus.

KEY ATTRIBUTES AND COMPETENCIES

- Ability to articulate a strong business case for communications and to influence action.
- High tolerance for ambiguity and ability to thrive in an environment of growth and change.
- Results-orientation, ability to be organized and resourceful in getting things done, meeting deadlines, anticipating needs and working with minimal supervision.
- Proactive approach to issue identification and resolution.
- Analytical in approach to solving problems and able to create order out of chaos.
- Ability to work with executives and big-picture thinkers and turn big ideas into actionable plans.
- Excellent judgment, integrity and commitment to personal responsibility and accountability.
- Ability to switch between strategic and practical thinking.
- Demonstrated ability to effectively participate in a multidisciplinary team environment.
- Servant leader that anticipates and balances needs of multiple stakeholders. Builds relationships and savvy with organizational dynamics.
- Respect for diversity, equity and inclusion.
- Passion for improving quality of life for the people of greater Houston.
- Passion for learning.

COMPENSATION

Salary will be commensurate with the role and the successful candidate's experience. In addition to salary, the candidate will participate in the Foundation's employee benefits programs, including comprehensive health, dental, vision, and life insurance coverage, paid time off, short and long term disability, and matching 401(k) and retirement plans.

TO APPLY

Send resume and cover letter to employment@houstonendowment.org. We will contact candidates who most closely match our requirements. We thank you in advance for your interest.