

HOUSTON ENDOWMENT JOB DESCRIPTION

JOB TITLE: Communications Specialist

REPORTS TO: Director of Communications

POSITION SUMMARY

Houston Endowment (“the Foundation”) seeks an effective writer to join our team as Communications Specialist to help us communicate consistently about our goals and strategies to both internal and external audiences. The candidate who fulfills this newly-created role will support the Communications Director, who is responsible for setting and executing the Foundation’s communications strategy.

KEY RESPONSIBILITIES

The responsibilities of the Communications Specialist include the following:

- **Writing** - Research, write, edit and/or disseminate materials (e.g. op-eds, press releases, blog posts, website copy, etc.) that convey the Foundation’s goals and strategies.
- Identify opportunities, challenges and emerging issues and work with Communications Director to develop communications approaches.
- Work collaboratively with program and learning & evaluation colleagues to effectively communicate the Foundation’s impact to key audiences.
- Manage www.houstonendowment.org. Regularly update text to reflect the Foundation’s current goals and strategies. Supervise vendor(s) for design and/or programming as needed.
- Produce e-newsletter (e.g. manage editorial calendar; research and write features; procure and format visuals; etc.).
- Manage the Foundation’s social media presence.
- Produce the Foundation’s annual report.
- Work collaboratively with grant partners and other stakeholders on press releases, press conferences and other media activity.
- Provide support for major events, convenings and announcements.
- Monitor media for news related to the Foundation’s work in the community.

DESIRED QUALIFICATIONS

We seek a team member with experience in a relevant professional capacity who is enthusiastic about supporting the Foundation in achieving its mission. The successful candidate will have a proven track record of success working collaboratively within a team. Moreover, the candidate must have the aptitude to engage in projects, systems and processes through multiple lifecycles and iterations. The candidate must thrive on challenges and be comfortable in a fast-paced, demanding environment.

Specifically, the successful candidate will possess:

- A Bachelor’s degree in a relevant field of study from a four-year college or university.
- At least four years of relevant professional experience.
- Excellent written and oral communication skills, including the ability to make complex issues understandable and relevant to internal and external audiences.
- Experience maintaining a website (particularly via WordPress).
- Experience running sensitive, high-profile social media accounts.

- Familiarity with website and social media analytics tools.
- Foreign language skills, particularly Spanish, a plus.
- Familiarity with the nonprofit or foundation sector a plus.
- Photography, videography or graphic design skills a plus.

KEY ATTRIBUTES AND COMPETENCIES

The successful candidate will demonstrate:

- High tolerance for ambiguity and ability to thrive in an environment of growth and change.
- Passion for improving quality of life for the people of greater Houston.
- Knowledge of the region's challenges and opportunities.
- Respect for colleagues and appreciation of the important role that others have in the Foundation's mission and daily operations.
- Respect for equity, diversity and inclusion.
- Passion for learning.
- Proactive approach to issue identification and resolution.
- Ability to prioritize projects, meet deadlines and support others in doing the same.
- Excellent judgment, integrity and commitment to personal responsibility and accountability.

COMPENSATION

Salary will be set in accordance with the successful candidate's experience. In addition to salary, the candidate will participate in the Foundation's employee benefits, including comprehensive health and dental insurance coverage, matching 401(k) and retirement plans.

TO APPLY

Send resume and cover letter to employment@houstonendowment.org.

Applications will be received until October 12, 2018, or until the position is filled. We will contact those candidates who most closely match our requirements. We thank you in advance for your interest.