

VACANCY ANNOUNCEMENT: COMMUNICATIONS OFFICER

REPORTS TO:	Director of Communications
STATUS:	Exempt
LOCATION:	Los Angeles or San Francisco
APPLICATION DEADLINE:	November 24, 2021
SALARY RANGE:	\$99,000-\$115,000

FOUNDATION OVERVIEW

[The James Irvine Foundation](#) is a private, nonprofit grantmaking foundation dedicated to expanding opportunity for the people of California. The Foundation's [vision](#) is a California where all low-income workers have the power to advance economically. Since 1937 the Foundation has provided more than \$2.09 billion in grants to organizations throughout California. The Foundation ended 2020 with more than \$3 billion in assets and provided \$109 million in grants. We have about 60 staff across our San Francisco and Los Angeles offices. The Foundation is committed, internally and externally, to the values of accountability, curiosity, empathy, equity, nimbleness, partnership, and transparency.

POSITION SUMMARY

The Communications Officer will join a team comprised of a Director of Communications, two Senior Communications Officers, and a Communications Associate. One SCO is based in our Los Angeles office with the remaining team located in San Francisco. The Officer position may be based in either location and will report to the Director of Communications.

The ideal candidate will have demonstrated experience, such as 5+ years, with nonprofit/public interest communications, strategies, and tactics. This includes but is not limited to messaging, planning, media relations, and digital communications. With guidance from the team, the Communications Officer will often work autonomously with internal and external partners, including managing contractors, and will partner and mentor Irvine's Communications Associate on digital activities.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Provides oversight of and assists with strategies and tactics related to Irvine's website, social media channels, and email marketing
- Serves as a writer and editor of Foundation communications products, such as blog posts, board materials, and more
- Supports media relations, including external requests and proactively alerting media contacts to Foundation and grantee news and ideas
- Contributes to developing and implementing communications strategies for the Foundation, its initiatives, and related projects
- Assists with internal communications efforts, so that staff are clearly informed about institutional policies and developments

COMPETENCIES

The Foundation utilizes a competency-based development model designed to encourage individuals to develop and advance within their current role. Competencies associated with this role include:

- Strategy – the ability to develop communications strategy and plans, and creatively solve problems
- Communications – strong written and verbal communications skills
- Collaboration – professional, inclusive partnership and the ability to manage complex relationships
- Managing projects – from planning and execution to balancing multiple priorities under pressure

Equally important, we seek team members who are committed to principles of diversity, equity, and inclusion, and who embody our organizational values of *accountability, curiosity, empathy, equity, nimbleness, partnership, and transparency*.

MINIMUM QUALIFICATIONS

- Demonstrated communications experience, including some time at a nonprofit or similar organization
- Experience with media relations, including reporter requests and opinion writing and placement
- Examples of strategy and message development for social sector efforts
- Digital experience, including strategy and implementation related to social media, websites, videos, and email marketing
- Skilled at PowerPoint design
- Strong writing and editing skills, including communicating complex concepts clearly and concisely

COMPENSATION AND BENEFITS

The Foundation offers a competitive benefits and pay package, including comprehensive medical and retirement options, a summary which can be found [here](#).

WORK LOCATION AND VACCINE POLICY

Foundation staff continue to work remotely during the pandemic but will shift, in 2022, to a hybrid in-person/remote [work arrangement](#) at the San Francisco and Los Angeles offices, when it is deemed safe. At this point, all staff are required to be fully vaccinated with one of the FDA-approved COVID-19 vaccines.

HOW TO APPLY

Interested candidates should submit a cover letter, resume, and two writing samples through our website: <https://www.irvine.org/about-us/careers/>. If you need to submit via regular mail, that address is:

The James Irvine Foundation
Human Resources Department
One Bush Street, Suite 800
San Francisco, CA 94104

Application deadline: November 24, 2021

The Foundation is an Equal Opportunity Employer, and we encourage applicants who reflect the diversity of California. Qualified applicants with criminal histories will be considered pursuant to the San Francisco Fair Chance Ordinance (“FCO”). ***The Foundation greatly appreciates all interest expressed in our openings.***