



NVF Project Name: Hope and Heal Fund
Position: Communications Officer
Location: California
Status: Full-time, Exempt
Reports to: Executive Director

Position Summary

We are looking for a self-starting, caring, passionate, talented, and energetic professional to lead and manage the communications and media program for the Hope and Heal Fund: The Fund to Stop Gun Violence in California. The person will lead the communications and public relations strategy working with the Executive Director and the Steering Committee. While gun violence prevention experience is preferred, it is critical that the candidate possesses experience working in communities and has a deep understanding and appreciation for racial equity. The Communications Officer will work with a small but dedicated team to take the Fund to the next level to build upon the great momentum we have established during our first six years of existence.

Essential Responsibilities and Tasks

Lead Hope and Heal Fund Communications and Public Relations Strategy

Amplify the Work of Hope and Heal and of our Community Partners with the Media:

- Draft, pitch, and place timely opinion pieces and blogs
- Research opportunities for long-term/major media coverage including pitching Executive Director and Chief Equity Officer for media interviews
- Speak directly to the media about Hope and Heal Fund's work
- Develop a targeted and strategic focus on BIPOC media at the local and state levels
- Design and update database of key media contacts in California
- Work with Community Leaders to assist in storytelling to highlight their work and lift up solutions
- Implement and oversee social media including developing media assets, and writing, creating, posting, and updating written, video, and photo content on Hope and Heal Fund's website and social media platforms.

Challenge Conventional Wisdom, Pursue Racial Equity & Systems Change

- Develop a deeper understanding of race equity as it relates to gun violence prevention efforts
- Brainstorm new ways to approach gun violence work with the team and pursue new and innovative ways to communicate
- Develop plans to push Hope and Heal's system change approach

Effectively Translate Key Research for the Field and Donor Partners

- In plain language, distill complex and new research on gun violence and firearm suicide for the media, our donor partners, and community advocates.

Build Capacity and Media Skills for Community-Based Organizations

- Advise and lead the Fund's efforts to train key community advocates throughout California on basic, but important, media skills working alongside consultants and/or grantees who specialize in this work
- Strategize on ways to increase communications capacity for community-based organizations working alongside the Development Officer.

Work closely with Development Officer to Effectively Communicate with Donor Partners

- In collaboration with the Development Officer, create a quarterly newsletter highlighting community partners' success, voice, and stories.
- In collaboration with the Development Officer, develop a strategic communications plan to increase awareness about Hope and Heal Fund with the goal of increasing financial support from individuals and philanthropic entities; the communications plan should include a rapid response plan to communicate with current and prospective donor partners effectively.

Required Education, Experience, Knowledge, Skills, and Ability

- Must live in California
- Strong writing and research skills
- A built-in network of diverse media contacts, with a proven track record of successful media pitches and published op-eds, blogs, quotes, etc.
- Quick learner with a passion for gun violence prevention
- Someone who is caring, friendly, passionate, and a self-starter
- Superb organizational skills and demonstrated ability to multitask and track projects on deadline
- Demonstrated ability in computer skills for word processing, databases, and spreadsheets, and ability to learn new software packages.
- Minimum five years experience in communications, public relations, and media
- Adept team player with excellent interpersonal skills and the ability to work in diverse community environments
- A high level of personal energy, dependability, and commitment
- Fluency in Spanish is strongly preferred (writing and speaking)
- Some travel required
- Ability to work independently and remotely from a home office

How to Apply

Please send your CV/Resume, salary requirements, cover letter, and 2-3 writing samples to: info@hopeandhealfund.org. Use Subject Line: Communications Officer.

Closing Date: March 15, 2023

Salary

Starting range is \$80,000 - \$90,000

Benefits

Comprehensive benefits package includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees are able to enroll in a 401k retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits. Employees will receive 120 hours of vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually. Employees will also receive 13 paid holidays throughout the calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.

New Venture Fund Careers

Hope and Heal Fund is a project of the New Venture Fund, a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. New Venture Fund is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic and rewarding and enables each of us to realize our potential. New Venture Fund's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

COVID-19 Policy

To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19.

Accommodations may be sought and approved in accordance with the law by contacting human resources at HR@newventurefund.org.