



## **WHO WE ARE**

The Nathan Cummings Foundation (NCF) is a multigenerational family foundation rooted in the Jewish tradition of social justice. NCF envisions a future where all people, in body and spirit, breathe freely, care for each other, and flourish in just, regenerative, and loving communities. We are guided by our [core values](#) of justice and equity, interdependence, learning and listening, courageous transformation, and integrity as we partner with social movements and organizations that have creative and catalytic solutions to NCF's interconnected goals of racial, economic, and environmental justice (REEJ).

## **HOW WE COLLABORATE**

At NCF, collaboration is the cornerstone of our culture. We actively cultivate a highly collaborative atmosphere centered on cross-departmental teamwork, with staff members participating in various organization-wide committees, working groups, task forces, and REEJ-specific solutions teams. Our team embodies a collaborative, open, and inquisitive approach that encourages innovation, introspection, and creativity.

Our recently adopted [strategic plan](#) prioritizes, in part, using the totality of our assets to drive impact and strengthen our organizational culture. To that end, we seek to develop influential leaders and cultivate emotional intelligence within our staff to elevate individual/team performance and establish trust and credibility across the foundation.

## **ROLE AND WORKING RELATIONSHIPS**

The Communications Manager is a mid-level communications generalist with extensive project management skills, expertise in facilitating alignment among diverse stakeholders, and strong writing abilities across audiences and platforms. The Communications Manager will carry out and/or support others to carry out the implementation of the President and CEO's vision for communications. The Communication Manager will serve a critical role in the project management of several new bodies of work, including the development of the foundation's first-ever impact report and collaborating with a branding firm to conduct an organization brand refresh that encompasses a visual update, messaging, and revamped web presence. They will project manage the content development of the foundation's digital properties, support cross-department communications efforts, and other communications-related responsibilities.

The role reports directly to the President and CEO. This role will work closely with the President's Office, the teams across the Foundation, and external consultants, including a consultant who will serve as the interim communications director and a digital communications consultant who will support the Communications Manager's transition.

## **RESPONSIBILITIES:**

### **Communications Project Management**

- Work closely with the President and CEO to ensure alignment of communication strategies and tactics to advance foundation goals and priorities.
- Efficiently plan, execute, and oversee communications projects, including current and upcoming projects such as the foundation's brand refresh, website refresh, and annual impact report.
- Communicate with internal and external stakeholders to ensure clear and timely information exchange.
- Maintain an organized system for archiving and tracking communication materials.
- Support the evaluation, analysis, and measurement of all communications efforts, including digital, media, speaking, and other engagement requests across the foundation.

### **Digital Communications**

- Manage the foundation's digital presence, including the website, newsletter, and social media channels, to ensure accurate and timely updates.
- Develop and publish original content and curate/amplify partner content across NCF's social media channels, ensuring alignment with NCF's strategic focus.
- Track and discern the efficacy of digital engagement by monitoring and evaluating campaigns and strategies and advise on optimizing the digital strategy.
- Maintain digital communications listening and media tracking tools, such as Twitter Lists, Google Alerts, and the newsletter of grantee partners and philanthropy influencers/peers, to identify timely and compelling content for the Foundation.
- Maintain partner lists and collaborate with grantees, partners, and influencers to deepen relationships and share digital content.

### **Cross-team Communications Support**

- Coordinate with the focus areas teams (REEJ grantmaking focus areas teams and impact investment team) to foster communications efforts that are cohesive, effective, and a unified approach to all communications and related tasks.
- Foster cooperation and collaborate with cross-functional teams to gather relevant information for communication efforts.
- Contribute to the creation and refinement of communication materials.
- Regularly assess the relevance and effectiveness of communication materials and processes.

### **Media Relations**

- Support the external communications consultant as necessary to respond to media inquiries, including internal coordination, desk research, and media list development.
- Support strategic media and press outreach and cultivate relationships with target publications/reporters.
- Track and evaluate NCF media mentions and coverage.

## **Branding**

- Support NCF by drafting, editing, and designing content with consistent branding aesthetic design, style, and message for all communications channels (i.e., website, social media, email marketing) and publications (i.e., impact report).
- Provide thought partnership to the President and CEO and assist in managing the foundation's external image.
- Ensure accuracy and adherence to brand guidelines in all drafted materials.

## **Grantmaking**

- Support the President and CEO in sourcing and selecting partners for a \$100,000 communications grantmaking carve-out, executing strategic investing approaches aligned with the Foundation's goals.

## **Learning and Development**

- Support efforts to assess the effectiveness of communication initiatives to drive improved outcomes.
- Provide training and guidance to internal teams on best practices for communication.
- Share learnings from conferences, communities, partners, and other venues to catalyze broad impact.
- Take an active role in relevant affinity and industry groups and remain up to date with knowledge about trends and movements.
- Stay updated on industry developments and emerging trends.

## **Administration**

- Keep communication contact lists and archives updated for easy reference.
- Manage external communications consultants and vendors.
- Fulfill other administrative responsibilities to support communications infrastructure and daily operations.
- Manage institutional media and marketing subscriptions and accounts (e.g. Chronicle of Philanthropy, Mailchimp, etc.)
- Serve as a point of contact for relevant calls, emails, and visitors and be a general information resource.
- Participate in cross-department solution teams and other working groups.
- Perform other duties or special projects, such as those that may cut across other Foundation departments, including setup and cleanup of foundation-wide events and meetings.

## **QUALIFICATIONS**

- Bachelor's Degree required.
- Possesses knowledge and understanding of philanthropy and social justice and demonstrates a deep commitment to racial equity and justice, aligning with NCF's pursuit of REEJ.

- 7+ years of experience in communications, organizational communication, social media, and public relations.
- Strong project management, organizational, and communication skills, with the ability to efficiently manage projects and allocate time and resources effectively.
- Organized and detail oriented.
- Ability to collaborate across teams and departments.
- Highly adaptable and self-driven team member, fostering a safe and inclusive environment.
- Effective leadership skills to foster team growth and address challenges innovatively.
- Willingness to demonstrate a strong commitment to learning and improvement.

SALARY RANGE: \$125,000.00-\$145,000.00. At NCF, fairness and transparency shape our compensation. Salaries for all positions are evaluated by applicable qualifications and experience, leveraging data obtained through third-party benchmarking, aiming to fall close to the median salary range.

LOCATION: This remote position is open to candidates residing within the United States, aligning with our operating hours of 9:30am to 5:30pm Eastern Time. Please note this role currently requires in-person organization days twice a month in New York City.

#### **AS AN NCF TEAM MEMBER, YOU WILL ENJOY:**

- Health Care Plans: We pay 100% of the health care premiums plans (medical, dental, and vision) for you and your dependents, effective on the first day of your first full month of employment.
- Employer Retirement Plan: We contribute 15% or more to your retirement plan whether you participate in our employee-contributed 403b plan with targeted fund options.
- Parental Leave: We provide 12 weeks of paid leave for new, birth, and non-birth parents.
- Professional Growth: After one year of employment with the foundation, we offer up to the IRS maximum allowance towards eligible tuition reimbursement and other professional development opportunities.
- Paid time off: We offer a competitive PTO package, in support of a healthy work-life balance, inclusive of 12-13 paid holidays, 10 Summer Fridays, and the last week in December off.

#### **COMMITMENT TO RACE, EQUITY AND INCLUSION, AND EQUAL EMPLOYMENT:**

As a foundation focused on racial, economic, and environmental justice (REEJ) in our work and investments, we're deeply committed to diversity, equity, and inclusion. This commitment is reflected in how we work together internally and with our external partners. It's also reflected in how we hire. Regardless of how you identify, we encourage you to apply for this role if you meet most of the qualifications outlined above.

NCF provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type because of the individual's race or color, religion or creed, caste, national origin, alienage or citizenship status, sex (including pregnancy), gender identity or expression (including the use of preferred pronouns), sexual orientation, sexual and reproductive health decisions or decision making (of employees or their dependents), height, weight,

marital or familial status, military or veteran status, caregiving circumstances, gender-based violence survivor status, credit or salary history, age, disability, genetic information or predisposing genetic characteristics, pre-employment arrest record, or any other characteristic protected by applicable law.

Please submit a resume at [www.chaloner.com](http://www.chaloner.com) and submit your cover letter to [attachment@chaloner.com](mailto:attachment@chaloner.com).

CLASSIFICATION OF EMPLOYMENT: This is an exempt position.