

## **The Rees-Jones Foundation**

### ***Position of Communications Specialist***

#### **General Description of the Position:**

The Rees-Jones Foundation is a private foundation that works with nonprofit organizations, primarily in North Texas, to serve others with the love of Christ and improve their quality of life in tangible ways.

The primary task of a Communications Specialist is to advance the mission and work of the Foundation through internal and external communication. A Communications Specialist will lead in content development, editing, and production related to the Foundation's messages and informational activities. A Communications Specialist works across disciplines and platforms including providing basic website design and management, leading in presentation and publication layout and design, and engaging in community and philanthropy sector outreach.

A Communications Specialist must be committed to the advancement of the philanthropic goals, interests, and philosophy of The Rees-Jones Foundation and its founders, and be guided by these goals, interests, and philosophy in their work. As with all Foundation staff, a Communications Specialist must be of high moral character, exhibit sound judgment, and represent the Foundation's values with compassion and empathy.

The Foundation particularly seeks individuals who have a strong interest and experience in the work of nonprofit organizations, evidenced from either prior work or volunteer engagement. Excellent interpersonal skills and professional personal conduct and appearance are important in fulfilling the position. Additionally, this position requires exceptional written and verbal skills and technical competency with communications applications.

A Communications Specialist is a full time position. He or she works under the supervision of the President and the Director of Research & Evaluations, and works closely with all other staff members in accomplishing the goals and objectives of the Foundation.

<b>Job Title:</b>	Communications Specialist
<b>Reports to:</b>	President and Director of Research & Evaluations
<b>Education/Experience:</b>	Bachelor's degree in communications, marketing, digital media, or a related field from an accredited institution of higher learning. Three years of professional experience is also required.
<b>Hours:</b>	40 hours per week

#### **Knowledge/Skills:**

- Superior editorial judgement and commitment to accuracy
- Strong verbal and written communication skills
- Proficiency with Adobe Creative Suite
- Strong story-telling and technical skill with communications platforms
- Ability to relate to a broad range of constituents
- Ability to maintain confidentiality of information
- Superior research skills

## **Specific Duties:**

### Overall

- Working with the President and Director of Research & Evaluations to identify and communicate the Foundation's message.
- Attend meetings and site visits as requested by the President, Vice President of Grants, and Director of Research & Evaluations.
- Manage the Foundation's photo, video, and other collateral needs to support the Foundation's website, social media, and print publications.
- When needed, identify photography, video production, and graphic design vendors who can assist as needed in creating content, and successfully manage working relationships with them.
- Manage the Foundation's visual identity in print and digital communications to ensure consistency and alignment with the priorities and spirit of the Foundation.

### Website

- Oversee the Foundation's website, including refreshing and creating content. This includes content development, management, design, and scheduling.
- Identify website trends and insights gathered by Google Analytics, and build on this knowledge by proposing and implementing digital strategies.

### Written Communication

- Design and develop content for publications that provide a depth of insight into the Foundation's areas of grantmaking and funding priorities.
- Design and develop content for the Foundation's annual summary which documents the Foundation's grantmaking and other activities in any given year.

### Social Media

- Develop, oversee, and generate content for the Foundation's social media platforms.

### Event Planning

- Partner with Foundation staff on community and philanthropy sector outreach, which can include coordinating convenings or other meetings that the Foundation might host for outside partners.