



Communications & Grants Manager Job Announcement

WE ARE:

Washington Area Women's Foundation (TheWomensFoundation.org) is a Washington, DC-based public foundation, dedicated to mobilizing our community to ensure that economically vulnerable women and girls in the Washington region have the resources they need to thrive.

Our program work consists of:

1. Grantmaking: Investing through a multifaceted approach in the three core areas of:
 - a. Asset building;
 - b. Jobs with benefits, career pathways, and family sustaining wages; and
 - c. Access to high-quality early care and education.
2. Education: Generating and distributing data about the status and needs of women and girls in the region, and the strategies necessary to address those needs.
3. Advocacy: Raising awareness of the policy issues that affect economically vulnerable women and girls.

The Women's Foundation is seeking to hire a **Communications & Grants Manager**. This is a cross-functional/shared position with roughly 65-35 split of time between communications and program respectively and will report both to the chief operating officer and the senior program officer on the relevant areas of work.

IF YOU:

- Are a strong writer who can craft compelling stories for use in print and online;
- Are experienced in web content management and proficiency in the strategic use of social media;
- Have proficiency in database management with aptitude for learning new database platforms quickly;
- Are an energetic, flexible, self-starting team player with the ability to foster collaboration and bring a direct, honest and respectful approach to problem solving;
- Thrive when working under deadlines, have strong project and time management skills, able to handle multiple tasks simultaneously without sacrificing attention to detail;
- Have a professional curiosity and entrepreneurial spirit.

Then you want to be our Communications & Grants Manager!

KEY RESPONSIBILITIES:

The Communications & Grants Manager will be responsible for the implementation of key aspects of the communications strategy, with primary responsibility for website management, story writing and materials development, constituent and social media outreach, and facilitating interdepartmental communications on key projects. On the programmatic side, the communications and grants manager will be responsible for management of the grants database (GIFTS Online), communicating with and engaging with our Grantee Partners, program event coordination and other programmatic support as needed. Specific responsibilities include, but are not limited to:

1. Communications:
 - Manage the organization's website, ensuring that content is current and compelling, and maintain an electronic and social media presence for the organization, including e-newsletter Twitter accounts, Facebook and LinkedIn pages, blogs, e-blasts/email, and other social media.

- Coordinate the development and delivery of marketing and educational collateral materials (including e-newsletters, issue briefs and fact sheets, and other program and organizational materials) and ensure alignment with strategic communications goals and consistency with brand guidelines.
- Craft compelling stories, remarks or other communications for use in presentations, print and online media.
- Promote the philanthropic investments and results of The Women's Foundation and stories from donors and grantee partners.
- Work with the development team to create and manage online campaigns and help development staff implement campaigns including management the Raisers' Edge interface with NetCommunity.

2. Program/Grants Management:

- Manage the organization's grants database (GIFTS Online), maintaining current and quality data, and being able to track and run detailed and varied reports on grants and Grantee Partners as requested.
- Assist program officers in all aspects of the execution and management of program dockets, grants and reports.
- Process grants and manage correspondence with Grantee Partners including grant agreements, award letters, report reminders and report management.
- Assist in the development of content specific resources for the program team.

3. Events:

- Coordinate and organize events, conferences, and presentations across the organization, including securing event space, materials preparation, and providing logistical support prior to, during, and following events.
- Assist with the development of event programs and talking points as needed.
- Attend community-based events and meetings to gather information and help move the work of the organization forward.
- Serve as a representative of The Women's Foundation at events held by and with donors, volunteers, Board Members, Grantee Partners, vendors, community leaders and other stakeholders.

ADDITIONAL QUALIFICATIONS:

- Bachelor's degree required.
- Minimum of 5 years prior communications experience with a proven track record of success in communications for nonprofits; experience in program or grants work a plus.
- Outstanding communication (speaking and writing), interpersonal, organizational, language and computer skills.
- Experience in web (content) management and proficiency in the strategic use of social media.
- Familiarity with GIFTS Online database or proficiency in database management with aptitude for learning new database platforms quickly.
- An appetite for and sensitivity to working with diverse communities across race, class, ethnic, political and geographic boundaries.
- Successful people and process management experience in a fast-paced, team-oriented, entrepreneurial environment.
- Excellent project management, strategic thinking, and planning skills.

- Energetic, flexible, self-starting team player with a direct, honest, and respectful approach to problem solving
- Ability to foster collaboration and contribute to a strong sense of community among staff and board, and with colleagues outside the organization.
- Passion for improving the lives of women and girls in the Washington Metro region.
- Availability for occasional evening and weekend work when necessary.

COMPENSATION:

We offer our employees a total rewards model, pairing a compensation package that reflects our organizational values, culture and mission with meaningful and significant work content, a supportive environment, and work-life flexibility.

Competitive salary and benefits package will be offered, including health, dental, and disability insurance, paid vacation, and 401(K) contribution.

People of diverse communities and people of color are strongly encouraged to apply. Preference will be given to candidates from the Washington metropolitan area.

PLEASE EMAIL RÉSUMÉ AND COVER LETTER TO:

E-MAIL: jobs@wawf.org

SUBJECT LINE: Communications & Grants Manager Search

Applications will be accepted through October 19, 2015