



## Communications and Learning Officer Position Description

**Reports to:** CFO  
**Status:** Exempt

### **Job summary**

The Communications and Learning Officer is our chief storyteller responsible for managing the Foundation's brand and all external communications. S/he is responsible for documenting institutional learning regarding the Foundation's grants and initiatives. S/he is responsible for media relations and for working with nonprofit partners to develop communications strategies and messages to promote our collective work.

### **Essential duties and responsibilities**

Include but are not limited to the following:

**Brand management:** Build and protect the Foundation's brand in all its forms including print, visual, voice, and design. Manage event sponsorship benefits and ensure the Foundation is properly recognized by organizations who receive funding.

**External communications:** Develop the Foundation's communications strategy, key messages, and content calendar. Responsible for maintaining the Foundation website and populating interesting and timely content. Manage the Foundation's social media pages. Write and distribute press releases, speeches, reports, and other content highlighting the mission and impact of the Foundation's work.

**Institutional learning:** Work in coordination with colleagues to distill and document the strategy, impact, process and findings of Foundation grants and initiatives. Translate these findings for the purposes of maintaining historical record, documenting lessons learned and reporting results and impact.

**Media relations:** Maintain professional relationships with members of the media. Promote the Foundation's mission and work by proactively pitching stories, promoting colleagues as content experts, and providing general updates to the media.

**Nonprofit communications support:** Work with nonprofits and other partners to develop timely and strategic messages to promote the impact of our collective work. Provide communications and marketing guidance to nonprofit partners to strengthen their content and message.

**Qualifications**

- Commitment to Barancik Foundation's values of service, integrity, and stewardship.
- Superb writing skills.
- Accurate, intelligent, strategic thinker.
- Self-motivated and able to make solid and well-thought-out business decisions.
- Ability to understand and communicate the broad goals of Barancik Foundation while remaining focused on the detail-oriented work and follow-through.
- Demonstrated experience working in a fast-paced environment.
- Ability to work well independently and within a multi-disciplinary team environment and manage multiple projects and priorities.
- Commitment to the highest standards of service to internal and external customers.
- Ability to recognize confidential information and to handle appropriately.
- Expert in the use of commercial software programs.
- Excellent decision-making and problem-solving skills; initiative; resourcefulness.
- Proven ability to interact successfully and build effective relationships with a wide range of constituents and have excellent presentation, written communication, and meeting facilitation skills.
- Highly developed people skills and the ability to interact respectfully with people of diverse backgrounds, perspectives, and cultures.
- Enthusiastically live the mission, vision, and values of Barancik Foundation.

**Education and Experience**

- Bachelor's degree in Journalism, Marketing or related field required or at least three years of equivalent experience in a related field.