POSITION ANNOUNCEMENT

COMMUNICATIONS MANAGER

Location: Bay Area or Hawai’i (Remote; on O’ahu or neighbor islands and open to inter-island travel and travel to the Bay Area)

Reports To: Director of Communications

Apply By: Jan. 5, 2022

ABOUT STUPSKI FOUNDATION

Stupski Foundation is a private spend down foundation investing all our assets by 2029 to make the greatest possible change in our communities today.

The Foundation primarily funds organizations in San Francisco and Alameda Counties and Hawai’i that address food security, postsecondary success, and health, specifically maximizing early brain development and improving serious illness care. The Foundation is engaging community partners in decision-making through the end of our spend down. We honor our grantee partners’ expertise and lived experiences, recognizing that they know what solutions work best for their communities. Internally, the Foundation is committed to fostering a diverse, equitable, and inclusive culture and seeks candidates who can help the Foundation live into this aspiration.

ABOUT THIS OPPORTUNITY

Stupski Foundation’s team has grown to increase capacity, expertise, and representation across the Bay Area and Hawai’i that will be critical to working in deep partnership with stakeholders through the spend down. It is within that context that the Foundation is looking for a creative, detail-oriented, and proactive professional to work with its fast-paced, innovative, and growing team. Reporting to the Director of Communications, the Communications Manager will help ensure the Foundation’s internal and external stakeholders are better supported in delivering dynamic, imaginative communications in alignment with the Foundation’s aims and brand. The Communications Manager will work across the Foundation’s funding areas, as needs require.

With guidance from the Director, the Communications Manager will help create and implement innovative communications strategies across platforms including the website, newsletter, social platforms, media, training, and events. This work will require development of strong relationships with a range of diverse partners through intent listening to help bring to life authentic communications campaigns. Above all, the Communications Manager will apply their passion for ethical storytelling, grounded in the voices and experiences of Black, Indigenous, Latino, Asian American, Native Hawaiian, Pacific Islander, and other diverse voices; communications experience; and unique perspective to imaginatively advance the Foundation’s mission, ambitious strategies, and brand through 2029.
Specifically, the Communications Manager will:

- **Support Development of Communications Strategies**
  - Assist in developing issue-area-specific and foundation-wide strategies with the Communications Director, program teams, and CEO to advance the Foundation’s spend down mission and thought leadership in the sector.

- **Manage Editorial Calendar and Communications Platforms**
  - Develop and edit content for blog posts, LinkedIn, Twitter, and the website in partnership with the program, grants teams, and grantee partners.
  - Create campaigns to highlight Stupski’s work and partner initiatives.

- **Enable Storytelling**
  - Collaborate with Program Officers and Directors to collect stories of impact and lessons learned to share on Stupski’s platforms; build an integrated system and process to collect those stories regularly.
  - Develop press lists, pitch notes and run pitches to highlight staff and grantee thought leadership in op-eds, earned media features, and guest blog posts.
  - Collaborate with the History Consultant and Communications Director to capture key periods of foundation history in annual reports and video interview archives.

- **Support Events Management**
  - Execute event communications, including attendee invitations, registrations, response collection, and post-event follow-up (*all events are currently virtual*).

- **Lead Newsletter Management**
  - Design, author, and send newsletters.
  - Manage the contact database and maintain integration with incoming data from the Salesforce grants management database.

- **Maintain Stupski’s Website**
  - Update website content and maintain consistency in messaging across the site.
  - Liaise with the grants team to ensure accurate synchronization between the Salesforce grants management database and our website hosted “Grantee Directory.”

- **Manage Graphic Design**
  - Provide art direction to external graphic design vendors and manage design deliverables.
A successful Communications Manager will be an organized, self-starting relationship-builder with the humility and learning orientation to thrive as part of an ambitious, collaborative, and equity-focused team. The Communications Manager should possess the following competencies and qualifications:

**Core Competencies**
- Seeks opportunities for continuous learning and growth for themselves and partners
- Listens with an open mind and a deep commitment to respecting diverse viewpoints
- Can facilitate authentic, productive conversations with anyone, no matter the level or circumstance, and work with and gain team members’ and grantees’ trust
- Has strong written and verbal communication skills and can adapt to deliver verbal presentations in multiple settings with multiple audiences and diverse stakeholders
- Has an ability to turn data into actionable insight and develop recommendations for strategic shifts
- Is comfortable distilling edits from multiple perspectives into clear and focused written communications
- Can juggle multiple priorities, effectively delegating, and delivering timely results with clear team communication

**Key Qualifications**
- Excellent communications skills (including writing and editing) with a deep passion for equitable and empowering storytelling highlighting the strengths and solutions of Black, Indigenous, Native Hawaiian, Latino, Asian, Pacific Islander, and other people of color across our communities in the Bay Area and/or Hawai‘i and describing the historic systemic challenges they continue to face
- Ability to build trust and rapport and effectively function as part of a team with internal and external stakeholders
- Demonstrated commitment to diversity, equity, and inclusion and learning how to continue to evolve our language and understanding of our communities
- Commitment to highlighting diverse voices and perspectives across our communities
- Minimum of 3-5 years of relevant professional experience preferably at or in collaboration with community-based nonprofits or foundations
- Experience with project management from conception to execution to evaluation
- Demonstrated history of centering the needs of communities when creating communication strategies and shaping narratives
- Experience navigating and leveraging contact and knowledge management databases or other similar systems with an aptitude to learn new tools quickly
- Desire to grow into higher levels of communications leadership
- Graphic design experience strongly preferred
- Ability to grasp, translate, and operationalize ideas into actionable communications strategies and tools that meet the needs of the Foundation, partners, and communities
- Bachelor’s degree in a relevant field or work experience more than the minimum
Compensation
The salary range for this position is $105,000-118,000, commensurate with qualifications and experience, and includes a comprehensive benefits package.

ABOUT THE APPLICATION PROCESS
Stupski Foundation is partnering with Walker and Associates Consulting—a Black and woman-owned and led strategic management consulting and search firm located in Alameda County—to facilitate this search. To apply, email a cover letter, resume, and list of three references (candidates will be notified in advance of any outreach to your references) to stupski@walkeraac.com by Wednesday, Jan. 5, 2022, noting the following additional instructions:

● Use the subject line: Communications Manager.
● To foster an open and impartial application review process that minimizes the potential for bias, please remove any reference to academic institutions from which you obtained any degree, if applicable. You should still list any degrees without reference to the school, just simply list the type of degree conferred, for example: “Bachelor of Arts in Economics.”
● Submit Microsoft Word or PDF files only (one combined PDF file is preferred).


Stupski Foundation strives to foster a diverse, equitable, and inclusive culture focused on continuous learning and welcomes individuals with work and lived experiences in the issue areas and communities we seek to serve. The Foundation embraces and supports people of every race, color, religion, national origin, age, size, sex, sexual orientation, marital status, disability, or any other characteristic protected by law and is an employment-at-will company.