

Job Announcement

Director of Communications and Public Affairs

Stuart Foundation

San Francisco, CA

About the Stuart Foundation

The Stuart Foundation is dedicated to the protection, education and development of children and youth. We work toward ensuring that all children grow up in caring families, learn in vibrant and effective schools, and have opportunities to become productive members of their communities.

We focus our investments on projects, programs and organizations that are making an impact in the states of California and Washington. Since 1985, the Foundation has contributed over \$250 million for the benefit of children and youth in both states.

About the Position

The Stuart Foundation is hiring a Director of Communications and Public Affairs to develop and implement strategies for engaging government, NGO, philanthropy, media and others as partners in protecting, educating and developing children and youth. The focus of this position will be to leverage the Foundation's portfolio of research and other projects to help decision makers at all levels make better decisions. In addition, the Director should raise the visibility of the Stuart Foundation in ways that increase the organization's overall impact.

This is the Stuart Foundation's first position dedicated to communications and public affairs, and, therefore, the Director will have an unprecedented role in shaping how communications are used to advance the Foundation's goals. This position will play a direct role in coming up with smart, integrated communications and outreach strategies and implement them in conjunction with program staff. The director will also play an important role in evaluating opportunities and identifying where additional communications and public affairs support can have the biggest impact on the work of the Foundation and its grantees.

Primary Responsibilities

The Director of Communications and Public Affairs reports directly to the president. Specific responsibilities include:

- Develop strategic communications and public affairs plans and evaluate their success;
- Serve as a member of the Foundation's senior leadership;
- Coach program directors to weave communications plan goals throughout their grant making strategies;
- Manage and carry out the Stuart Foundation brand strategies, including Stuart Report news alerts, Stuart Seminars, and overall messages and collateral;

- Maintain a master calendar of projects in the pipeline and constantly look for information that will be relevant to priority audiences or help reinforce priority messages;
- Find and promote stories from the Stuart portfolio that advance grantees and issues;
- Advise on public affairs strategies and implementation related to policy issues that are important to the Foundation's programs and overall goals;
- Anticipate strategic opportunities by understanding the key players on different issues and monitoring relevant actions, relationships and involvement;
- Help grantees follow through on communications, including reviewing grant proposals that have communications implications, providing advice and support and creating additional accountability;
- Increase the overall field's communications capacity by identifying opportunities where Stuart could lift the efforts of many grantees — for example, with messaging, training, research or other support;
- Write, edit and manage the production of marketing materials; and
- Make research meaningful and accessible to priority audiences through press materials, fact sheets, executive summaries, Web and email content, and presentations. Develop and implement strategies for disseminating those products to most relevant audiences.

Qualifications

- A minimum of eight years of public relations, marketing, government relations or communications experience required;
- Excellent writing and editing skills;
- Sharp news sense and experience and knowledge with traditional and new media;
- Experience with integrated cause communications projects and campaigns (digital, traditional news media, events, collateral, partnerships);
- Excellent interpersonal skills and ability to transfer good communications skills to colleagues who do not specialize in communications;
- Excellent influencing, networking and relationship-building skills;
- Ability to communicate clearly and effectively, both verbally and in writing, with varying levels of foundation staff, board, grantees, contractors, and others;

- Ability to manage multiple projects effectively, as well as manage consultants and meet deadlines;
- Energetic self-starter and a team player who works well within a system;
- Willingness to play a range of roles, from adviser to strategist to implementer;
- Familiarity with education and child welfare issues and experience in philanthropy a plus; and
- Personal commitment to Stuart Foundation's mission to protect, educate and develop children and youth.

Compensation

Competitive salary commensurate with experience and generous benefits including health, retirement, matching charitable gifts, vacation and holidays. The position is based in San Francisco, CA.

How to Apply

To apply, send a cover letter with salary requirements, resume and three writing samples and three professional references to: StuartFoundation@Fenton.com. Please do NOT contact the Foundation directly.

The Stuart Foundation is an Equal Opportunity Employer