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**Director of Communications**

**Position Description**

Wallace Global Fund (WGF) seeks a visionary, dynamic professional to serve as **Director of Communications**. The Director of Communications will join an energetic and collaborative team and serve as an internal thought leader and expert on the Fund’s communications practices. S/he will contribute to a culture of high standards and continuous improvement that emphasizes learning, curiosity, collegiality, and collaboration and values diversity, inclusion, respect, and transparency. The overriding objective of the communications function is to generate widespread awareness, endorsement, engagement and support for WGF’s approach to issues, its programs and the Fund’s outstanding partners around the globe.

The Director of Communications will report directly to the Executive Director and will support all external and internal communications needs of the organization. The Director will work to optimize WGF’s ability to engage as an influential thought leader, deploying a broad range of creative communications strategies, e.g., traditional and electronic media, media relations, crisis management, collaborative partnerships, and interactive platforms. S/he will focus on developing and executing communications strategies that 1) amplify WGF’s strategies within philanthropy and strategically advance the Fund’s efforts to build partnerships in philanthropy, and 2) challenge dominant philanthropy practice to better serve social justice and environmental change. S/he will also support WGF grantees in areas of strategic priority for the Fund and to complement the grantees’ own work.

The Director of Communications will be an excellent writer who is able to create compelling content in support of WGF’s internal and external needs and priorities. The Director will develop strategy to advance WGF’s programmatic, policy and field leadership initiatives and elevate knowledge of the Fund’s grantees and partners. The Director of Communications will champion and drive WGF’s signature issues and platforms – notably the Henry A. Wallace Award program – that help to lift up the work of the Fund’s grantees and partners and position the Fund as a leader in the ecosystem of social justice funders and changemakers. Ultimately, the Director of Communications will be a critical team member who will help the Fund strategically articulate WGF’s strategic priorities in addressing the most urgent challenges of our time: the global climate crisis, excessive corporate power, assaults on women’s rights, and mounting threats to the health of our democracy.

**Responsibilities** will include:

* Developing, implementing, and evaluating a strategic communications plan through a planning process led by Executive Director and engaging WGF’s full team;
* Leading the conceptualization, design and implementation of communications strategies, platforms and partnerships that further the strategic goals of grantees, partners and the Fund itself;
* Creating and deploying marketing/public relations strategies that will allow WGF to engage and deepen relationships with targeted audiences, including political leaders, current and prospective grantees, global thought leaders and influencers, and the press;
* Coordinating and organizing events, with particular focus on the annual Henry A. Wallace Award. In coordination with the Executive Director and Board, assuming responsibility for award conferral event(s) and communications strategies to support the awardee(s);
* Managing the development, distribution, and maintenance of primary institutional WGF print and electronic communications, including (but not limited to) articles, op-eds, reports, newsletters, marketing, and policy materials; and electronic communications, including the WGF’s website and social media; leading the generation of digital content that engages a variety of audiences; deciding who, where, and when to disseminate; tracking and measuring engagement where possible;
* Playing a catalytic role in enhancing the visibility of select WGF grantees and their critical work; working collaboratively with all stakeholders to ensure communications are aligned, deliver measurable outcomes, and are in the best interests of WGF, its grantees, partners and the communities who benefit from WGF programs and initiatives;
* Guiding and supporting the WGF team, Board of Directors, grantees and partners on thought leadership and movement-building communications;
* Supporting the Executive Director in the development of Board materials – docket, planning documents, investment presentations and other materials as needed;
* Partnering with WGF colleagues to develop communications plans for specific program areas and special opportunities on issues that are important to WGF;
* Coordinating website maintenance — ensuring that new and consistent information (article links, stories, and events) is posted regularly;
* If needed, providing support for the Fund on crisis management and issue communications;
* Managing all aspects of the communications function, including planning, budgeting, and overseeing external resources and media relations overall.

**Candidate Profile**

WGF seeks an accomplished professional with significant experience in communications, who will embrace and employ a collaborative approach. The new Director of Communications will relish working with and supporting a committed team, with an appetite for supporting WGF’s priorities, issues, strategies, values, approaches and colleagues. S/he will bring passionate commitment and enthusiasm for WGF’s values, style of advocacy, strategies and priorities – and the ability to be conversant in all of the Fund’s programs identifying communications opportunities for all of them – individually and at their intersections. Ideally, the new Director of Communications will be strong in as many of the following areas as possible: media relations, issue framing, branding, storytelling, traditional and online/social media and rapid communications response strategies and tactics.

More specifically, WGF seeks a seasoned professional who has:

* Demonstrated thought leadership and political savvy in communications, branding, news, and media relations – being skilled in forward-looking strategy and the “blocking and tackling” real-time tactical work that is sometimes necessary;
* Outstanding writing and editing skills, with an ability to create compelling, persuasive narratives that are strategically focused and aligned with the Fund’s priorities;
* Track record of strategic communications planning and crisis management experience;
* Proven ability to work well on a range of programs, using communications as a way to demonstrate their interdependencies and strategically reinforcing nature of the Fund’s work;
* Experience in executing successful and strategic social media campaigns with proven results;
* Successful record of publications and/or high-visibility media placements, promoting critical thought leadership and essential issue framing;
* Exceptional interpersonal and management skills, and the ability to exercise both in a team-oriented, supportive fashion;
* Demonstrated ability to manage resources and leverage them creatively;
* An orientation to collegiality and a sense of humor.

The selected candidate will have a bachelor’s degree and advanced training in related disciplines.

**Timeframe**

We seek to have someone in place by the end of 2019.

**Compensation**

This position offers a competitive salary range with excellent benefits. We actively welcome candidates from a wide range of backgrounds.

**To Apply**

All applications are held in strict confidence. Please submit resume and writing samples to WallaceGlobalFundjobs@gmail.com.