



Eleanor Crook
Foundation

Communications Associate

The Eleanor Crook Foundation (ECF) seeks a Communications Associate with strong writing and creative content production skills to lead the development of compelling communications assets on behalf of the Foundation and the global nutrition community. Reporting to the Advocacy & Communications Director and working alongside a dynamic team of advocacy, communications, policy, and nutrition technical experts, the Communications Associate (CA) will produce compelling, visually appealing, and dynamic communications assets that can be leveraged in engagement with a wide range of stakeholders to make malnutrition infamous. The Communications Associate will work with the Advocacy & Communications Director and alongside the Communications Officer to comprehensively develop a suite of one-pagers, infographics, social media assets and other communications tools to advance the organization's strategic nutrition advocacy goals.

In creating a suite of master content for the Foundation, the Communications Associate will conceptualize and execute the development of diverse communications collateral. This could include, for example, infographics that present policy reform proposals; short summaries of major trends or findings in the global nutrition space for a policymaker or generalist audience; one-pagers that compellingly articulate the scale of the global malnutrition crisis and the available solutions; briefers for key influencers, policymakers, and other stakeholders; etc. The Associate should be skilled in both content development – taking nuanced and complicated policy or technical issues and translating for a more general audience – and in visual design to ensure content is displayed in a compelling and creative way. The Communications Associate will work across the ECF team to identify and support collateral development needs and will be expected to quickly and consistently develop high quality branded and un-branded content. The Communications Associate will support the design of Foundation communications materials, including regular updates to the Board of Directors and other stakeholders. Every day, the CA will be called on to think boldly and creatively about how to more compellingly communicate and advance ECF's 2020-2025 Strategy and organizational goals.

As a key member of the Advocacy & Communications team, the Associate will be expected to work seamlessly with the Eleanor Crook Foundation's other program teams (Research and Policy). The Communications Associate will play a significant role in supporting the work of all three teams – creating content that justifies advocacy appeals; summarizes research findings; compellingly presents policy reform proposals; and creatively educates policymakers and other stakeholders on the global malnutrition crisis. The person in this position will also have the opportunity to regularly engage with and support ECF grantees and partners in content development.

A successful candidate will be both a strong and confident writer and a creative and highly attuned designer. They will also be curious and highly action oriented. They will pride themselves on attention to detail but be willing and able to move quickly and nimbly. A



Eleanor Crook Foundation

“sick-of-business-as-usual” attitude is required, and applicants should have an unrelenting desire to creative advance communications products that will play a role in driving transformative impact on global malnutrition. This is a new position at the Eleanor Crook Foundation and the incumbent will be asked to jump in on day one on content development.

An experienced professional who is a skilled self-motivator, highly detail-oriented, would benefit from flexible work policies, and wants to have a meaningful impact on global health will thrive. The ideal applicant will be based in, or willing to relocate to, Washington, DC.

About the Eleanor Crook Foundation

The Eleanor Crook Foundation is a growing U.S. philanthropy committed to research, policy analysis, and advocacy to end global malnutrition. Every year malnutrition continues to kill 3.1 million children under five years of age, and permanently limits the mental and physical development of 1 in 4 children on earth. Malnutrition remains the single largest cause of child mortality, resulting in one third of all deaths of children under five in developing countries. The Eleanor Crook Foundation believes that in order to end poverty and hunger by 2030, greater investments in global nutrition must become a top development priority.

The Foundation is currently undergoing a staffing expansion with the expectation that the Foundation team will approximately double in size in the short-to-medium term. The Communications Associate is a critical hire in this internal growth and will help support the Advocacy & Communications Director and other senior management and across all ECF focus issues. The ideal applicant will be a flexible problem-solver who sees this organizational transition as an opportunity to help positively shape the future of the Eleanor Crook Foundation and to drive progress in the fight against global malnutrition.

Responsibilities

- Working with the Advocacy & Communications Director and the Communications Officer, the Communications Associate will identify and develop a comprehensive suite of communications collateral across ECF’s organizational goals and objectives. This will include one-pagers, infographics, and other visually appealing and creative products.
- Utilize Adobe Creative Suite, Canva, or other platforms to create graphic content for the Foundation. Develop sophisticated infographics. Although the Eleanor Crook Foundation is not currently active on social media platforms, the Communications Associate may be asked to develop social media assets for partner use or, eventually, for Foundation use.
- Oversee all in-house creative content production and leverage external consultants or partner expertise as required.
- Provide support to ECF grantee content development, providing rapid feedback on draft productions; technical assistance where requested; etc.



Eleanor Crook Foundation

- Working with the Communications Officer, ensure all communications for the organization are strategically implemented and in a timely way. Support the amplification of ECF efforts by developing visual assets that can accompany press releases, op-eds, etc.
- Regularly develop visual content for ECF's new website, to be launched in September 2020.
- Support Foundation communications to the Board of Directors by providing visual design support.
- At times, oversee consultant contracts or relevant grant agreements with ECF's partners.
- Stay up-to-date on content development best practices and provide input on the ECF content strategy, as necessary.

Required Qualifications, Skills & Attributes:

- Minimum of 3-5 years of experience in developing communications assets, including exceptional writing, visual design and content development for diverse audiences and across digital platforms. Prior experience working on global health or development is a plus, but not required.
- Ability to ideate, conceptualize and bring to life various communications assets.
- Experience producing infographics, factsheets, short briefs, PowerPoint decks, and social media assets (copy, graphics, etc.). Photography and videography expertise is a plus, but not required.
- Demonstrated experience with Adobe Creative Cloud (Photoshop, Audacity, Lightroom) and Canva preferred.
- Proven experience working across multi-stakeholder processes.
- An ability to translate and visualize complex or nuanced content into something that is easily digestible by more generalist audiences.
- High level of interpersonal skills and cultural sensitivity to effectively interact with all levels of U.S. and internationally-based partners and staff.
- Ability to clearly and consistently communicate ECF priorities and expectations.
- Ability to hold partners to high standards of excellence while maintaining positive relationships.
- Excellent organizational skills and attention to detail.
- Capacity to work both independently and as a member of a team.
- Aptitude at managing competing priorities, remaining accountable for ambitious deadlines, and building coalitions of the willing in the process.
- Ability to be flexible and generate rapid analysis across issue areas.
- Extremely strong analytical and creative thinking abilities.
- A can-do, productive attitude. A self-starter who will come to the table with creative ideas and be open to collaborative brainstorming. A strong interest in global nutrition is a must!
- Degree in a relevant field (e.g. Communications, Marketing, etc.).



Eleanor Crook
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Desired Skills & Attributes:

- Attentive to detail
- Strategic and creative thinker
- Proficient in epi/stats
- Strong communicator
- Adept logistician
- Excellent writer
- Socially perceptive
- Self-Starter
- Intellectually curious
- Highly collaborative
- Risk manager
- Compassionate

Salary commensurate with experience. To apply, please send your resume, cover letter, and salary requirements to: hire@eleanorcrookfoundation.org. We also encourage applicants to include 2-3 samples of your past work – infographics, issue briefs, social media content, etc.!