



Eleanor Crook
Foundation

Corporate Communications Officer

The Eleanor Crook Foundation (ECF) seeks a Corporate Communications Officer (CO) to lead a broad range of corporate communications and media relations activities for the Foundation and to play an integral, leading role in telling the story of the Foundation's work. Reporting to the Foundation's Director of Advocacy & Communications, and working alongside a dynamic team of communications, policy and technical experts, the Corporate Communications Officer will support internal and external communications for the foundation, including managing an editorial calendar and media relationships; drafting articles, newsletters, and press releases; creating clear, technically-accurate, and accessible collateral on severe malnutrition; leading speech writing for ECF's CEO; managing the development of clear internal communications, including with ECF's Board of Directors; enhancing ECF's social and digital footprint, and other priority activities.

In addition to leading the Foundation's communications activities, the Corporate Communications Officer will have the unique opportunity to support grantee communication projects as well as multi-stakeholder partnership opportunities and awareness-raising campaigns. In particular, the Corporate CO will provide expert support to communications efforts within ECF grants, including support to advocacy partners working to make the case for severe malnutrition as a global development priority and support to technical or research partners who seek assistance in crafting dissemination strategies for their work. The Corporate CO will also work collaboratively with ECF's Partnerships and Campaign Strategist to develop campaign collateral, coordinate partnership launches, and attract media attention to critical, high-profile partnership efforts.

A successful applicant will help the growing organization effectively plan and manage its communications, requiring a positive, "roll up your sleeves" attitude and a strong track record developing flawless written communications. The Corporate CO will be adept at translating nuanced, technical information for a more general audience. Applicants should have a commitment to global development and a "sick-of-business-as-usual" attitude, with an unrelenting desire to advance ambitious and creative ideas and collaborate across diverse stakeholders. A professional who is a skilled self-motivator, who would benefit from flexible work policies, and wants to have a meaningful impact on global health will thrive. This position is based in Washington, DC.

Responsibilities

Execute the Foundation's Communications Strategy

- In collaboration with ECF's Advocacy & Communications Director, and working across the foundation team, implement and build upon the ECF communications strategy and editorial calendar based on a masterful understanding of our target audience.



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- Write, edit, and distribute content, including publications, press releases, website content, annual reports, speeches, and other marketing material that communicates ECF's activities, in collaboration with ECF's Communications Associate.
- Develop visual presentation materials – e.g. PowerPoints, handouts, etc. – to support engagement with external partners. Where appropriate and necessary, liaise directly with design consultants to ensure visually appealing and accurate designed materials.
- Working with other members of the ECF team, and in support of the CEO, develop regular, clear communications to ECF's Board of Directors.
- Copy-edit external facing documents, as required.
- Lead on ongoing management and refinement of the ECF website, to be launched at the end of September 2020.
- Execute ECF's social and digital strategy including development and management of ECF social channels.
- Seek opportunities to enhance the reputation of the Foundation, and coordinate publicity for events and partnerships as required.
- Maintain records of media coverage and collate analytics and metrics.
- Respond to media inquiries, arrange interviews, and, where appropriate, act as a spokesperson for the organization.

Support Grantee Communications, Partnerships, Campaigns and Other Efforts

- Working with the Advocacy & Communications Director and Senior Program Officer for Advocacy, develop and manage grants and contracts focused on communications campaigns and advocacy collateral in support of ECF's 2020-2025 strategy.
- Work closely with ECF grantees to support communications campaigns and other communications efforts, where appropriate. Advise on strategy development and dissemination strategies of partner efforts.
- Work closely with Partnerships and Campaign Strategist to develop supporting campaign materials, and garner social and media attention.

Required Qualifications, Skills & Attributes:

- Bachelor's degree in Communications, Journalism, or other relevant field;
- Minimum of 3-5 years of relevant experience in a communications role. Past experience on written communications is essential, including in drafting blogs, op-eds, factsheets, infographics, and speeches;
- Experience in developing and maintaining an editorial and content calendar, sourcing and managing input across various internal and external stakeholders.
- Write and edit a variety of documents (e.g., website content, publications, blogs, articles, presentations) on behalf of technical experts for distribution to external audiences
- Media relations experience including pitching, managing relationships with reporters, setting up and staffing interviews for executives, and activating media partnerships. Ability to tap into existing media relationships is a plus.



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- Confidence in executing a digital strategy to elevate ECF's online presence, including maintaining the ECF website – such as blog, news and resources channels – as well as overseeing SEO/SEM plans and making strategic recommendations for effective ROI;
- Experience in building out and maintaining social media channels and activating a social content strategy.
- Support event coordination, sponsorship and participation of ECF team members in industry events.
- Ability to effectively identify the need for and work with design and other consultants to ensure high quality collateral and program management;
- High level of interpersonal skills and cultural sensitivity to effectively interact with all levels of US and internationally-based partners and staff;
- Excellent organizational skills and attention to detail;
- Capacity to work both independently and as a member of a team;
- Ability to effectively prioritize, set expectations, and manage up;
- Able to adeptly manage multiple workstreams, competing priorities and deadlines;
- Ability to coordinate activities with supervisors, colleagues and consultants; and,
- Working knowledge of Microsoft Office Suite, Google Drive, content management systems, and social media platforms.

Desired Skills & Attributes:

- Attentive to detail
- Adept logistician
- Excellent writer
- Composed negotiator
- Socially perceptive
- Self-Starter
- Intellectually curious
- Highly collaborative
- Strategic Thinker and Advocate
- Risk Manager
- Compassionate

Salary commensurate with experience. To apply, please send your resume and cover letter along with a short writing sample to: [hiring@eleanorcrookfoundation.org](mailto: hiring@eleanorcrookfoundation.org).

Note: Please share 2-3 writing and content samples that demonstrates an ability to succinctly and compellingly describe a complex issue for a more general audience. This could be a blog, op-ed, or a speech excerpt.