



## COMMUNICATIONS OFFICER

**Job Title:** Communications Officer  
**Reports To:** President & CEO  
**Location:** Washington, DC Area (Chevy Chase, MD)  
**FLSA Status:** Exempt (Full-time)  
**Posted:** November 1, 2021 (open until filled)

**ORGANIZATION OVERVIEW:** Founded in 2015, the [Crimsonbridge Foundation](#) is an entrepreneurial private operating foundation dedicated to promoting education, developing leadership, and investing in nonprofit capacity to affect positive, lasting social change. It is committed to collaboration with other philanthropic and nonprofit organizations and seeks to develop innovative, transformative ways to address social problems, and to work across sectors to maximize social impact. National in scope, Crimsonbridge Foundation and its affiliate, Crimsonbridge Group, award approximately \$1 million in grants annually, primarily in the Greater Washington region.

**JOB OVERVIEW:** The Foundation seeks an experienced, energetic, and dynamic communications professional with exceptional writing, social media, and website management skills to join its team, as a communications officer (CO). This position works directly with the President & CEO, who leads the Foundation's communications strategies. The CO will be responsible for producing written content for external dissemination, developing the foundation's messaging, support, and management of multiple websites, and executing a communications strategy that will engage a variety of audiences across the Foundation's online and social media platforms. Crimsonbridge is a unique multi-faceted philanthropic organization that thrives on positivity, team effort, and collaboration. The ideal candidate has the discipline to excel when working independently and as a contributing team member. Local candidates only.

**DUTIES AND RESPONSIBILITIES** include the following and other duties, which may be assigned as the Foundation's work develops.

- Effectively communicate and promote the Foundation's goals, strategies, and funding priorities through bilingual communications outreach work and storytelling.
- Create, edit, review, and publish high quality written content for the Foundation, including articles, case studies, blog posts, newsletters, social media posts, and annual impact report.
- Identify, research, and draft multi-media content for social media and online presence; ensure all messages align with key messages.
- Update and maintain the Foundation's websites. High proficiency using Wix is required.
- Develop and execute media strategies to increase the visibility of community partner outcomes and the impact of the Foundation's investments.
- Develop and execute social media strategies and optimize Crimsonbridge Foundation's social media presence on relevant platforms. Mentor and facilitate social media use and guidelines for staff.
- Produce a quarterly online newsletter.
- Draft formal communications and correspondence for the President & CEO.



- Develop, monitor, and report on measurements to ensure communications efforts are aligned with and supporting the Foundation's goals as directed by the Founder and President & CEO.
- Use Foundation data to develop content for charts and visuals.
- Build upon and manage a media relations database.
- Maintain and update photo and images library.
- Plan and support distribution and dissemination activities for reports and publications.
- Serve as point of contact for web and communications related projects and vendors.
- Attend occasional special events to collect images and stories or to represent the Foundation.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty. The qualifications below are representative of the knowledge, skill, and/or ability **required** unless stated otherwise.

- Bachelor's degree with three or more years of full-time work experience as a communications professional, ideally with nonprofits, foundations/philanthropy, associations, or other community-based institutions.
- Must have a passion for and belief in nonprofit community-driven work. Knowledge of the Greater Washington region and nonprofit community is preferred.
- Experiential knowledge and understanding of immigrant communities, education sector, leadership development, and/or nonprofit capacity building preferred.
- Fully fluent and bilingual English/Spanish preferred.
- Expertise in website management/maintenance. Must have experience using Wix.
- Expertise in using Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint).
- Superior level of writing and editing skills/experience with a variety of print and online communications media.
- Ability to tailor message formats and contents to target audiences. Knowledge and willingness to learn about issues/grantees/community partners.
- Working knowledge and familiarity with social media platforms (particularly Twitter, LinkedIn).
- Experience engaging with the media and developing publicity campaigns and newsletters using MailChimp.
- Self-starting, self-sufficient and independently focused, with minimal supervision.
- Exceptional attention to detail, excellent organizational skills, and an ability to be flexible and manage multiple priorities to meet deadlines for time-sensitive projects.
- Strong analytical and critical thinking skills, and an ability to interpret and communicate data and statistics.
- Respects privacy, maintains confidentiality, and exercises the highest level of discretion.
- Exercise grace, tact, and diplomacy in both internal and external settings.
- Ability to quickly embrace and incorporate direct feedback.
- Ability to successfully work independently and within a team in an open workspace atmosphere and a desire to work in a collaborative environment as a member of a dynamic team.
- Flexibility to attend occasional (quarterly) evening and weekend events.
- Contributes to and thrives in a positive workplace dynamic.



The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Located at the Foundation's private office in Chevy Chase, MD, this is a full-time (36-40 hours per week) position at a hybrid office (in-person and remote required) with generous benefits (medical, dental, vision, retirement plan) and a competitive salary commensurate with experience (\$60,000-\$70,000). Full COVID-19 vaccination is required.

**TO APPLY:** Interested candidates must e-mail **a cover letter** explaining how your skills and background fit this position, **a resume**, and **two writing samples** (one sample being an article, blog post, newsletter, or report and the second sample should be either social media or webpage content) to [office@crimsonbridge.org](mailto:office@crimsonbridge.org). Incomplete applications will not be considered. Please refer to "CO position" in the subject line. No phone inquiries please. Local candidates only.

*The Crimsonbridge Foundation is an Equal Opportunity Employer. All correspondences will remain confidential.*