

Associate, Communications – The Raymond Wean Foundation

The Raymond John Wean Foundation leverages a powerful combination of grantmaking, capacity building and convening and partnerships to advance community building in the under-resourced communities of Warren and Youngstown, Ohio.

Driven by our values, we partner with residents, organizations and civic leaders toward our vision of empowered residents creating an equitable Mahoning Valley. Since 1949, we have refined our efforts to create a future where race has no influence on how a person fares in society. We seek to create an environment where an individual can feel welcomed, respected, supported and valued to participate fully. True belonging.

The Wean Foundation seeks to use our communications to provoke fresh thinking, partner with residents and organizations and disrupt the conditions that hold problems in place. We seek to:

- Enhance knowledge and understanding of our funding opportunities, programs, and events.
- Deepen understanding of the issues being addressed through our work.
- Provide greater exposure for the work of our grantees and partners.

Aligned with the Foundation's race equity and inclusion outcomes, the position of Associate, Communications will be an integral team member. Reporting to the president, the individual chosen will be the primary professional responsible for leading the Foundation's communications efforts to advance its vision, mission and values; along with other duties as assigned.

Key Responsibilities

Communications Strategy

- With consultants, develop, execute and evaluate multi-platform communications strategies to advance the mission of the Foundation, the work of our grantees, and our approach to philanthropy.
- Ensure the Foundation's brand, positioning and voice are consistently reflected in all external and internal communications.
- Manage the editorial calendar to ensure that information is posted regularly and effectively.
- Measure, track, and report engagement (success and failures) across communication strategies.
- Evaluate the impact of communication efforts and create analytic reports.
- Demonstrate an understanding of the changing landscape of communications and a willingness to experiment with new ways to engage and activate new audiences.
- With leadership, develop and manage communications budgets.
- Develop and manage crisis communications, policies, and procedures.
- Produce stories in collaboration with the Foundation's communication consultant.

Content Development and Distribution

- Apply content knowledge and understanding of program areas and initiatives that lead to measurable actions.
- Co-create, strategize, develop, and distribute content for current communications.
- Manage the distribution of:
 - Publications (e.g., reports, press releases, articles, presentations).
 - Promotional material (e-blasts, ads).
 - Website content and maintenance.
 - Social media campaigns and posts.
 - Produced Stories.
 - Crisis communications, policies, and procedures.
- Create scripts and/or talking points.

External Relations

- Serve as point of contact for print, online and TV/radio media inquiries.
- Coordinate with grantees to amplify their voices and advance their work in the community.
- Screen, assess and manage outsourced work of contracted firms and vendors (graphic design, photography, videography).

Team Learning and Partnership

- Retain project specific communication consultants.
- Manage communication projects, coordinating staff, tasks and timelines.
- Identify relevant communications opportunities and emerging issues and execute appropriate strategies.
- Provide staff support and training on communication activities such as social media, speaking engagements and media interviews.

Requirements

We acknowledge the significance of an individual's life experiences as a valuable skill set, recognizing that skills are cultivated through diverse encounters. During our application review process, we adopt a comprehensive approach to evaluating each applicant's background. Nevertheless, we prioritize candidates who exhibit the following qualifications:

- Three years of professional work in communications, public relations, or journalism; an undergraduate degree: or the equivalent trade-related education and experience to fulfill the position's responsibilities.
- Previous experience in philanthropy or nonprofits (or managing their communications as an external partner) is highly valued.
- Two years of experience executing and overseeing all aspects of assigned projects, including monitoring the progress of projects and providing periodic status and final disposition.
- **COVID19 Booster:** To ensure the well-being of our employees and community, we mandate that candidates applying for this position have received all CDC-recommended

vaccine doses, including COVID boosters. Proof of vaccination will be requested as part of the recruiting process. Exceptions for medical or religious reasons may apply, with appropriate documentation required. Your cooperation in upholding a safe work environment is greatly appreciated.

Skills:

- Excellent writer, compelling storyteller and gifted communicator.
- Adherence to organizational and AP Style Guide.
- Experience in social media platforms (Facebook, Instagram, Twitter, LinkedIn).
- Experience in social media metrics management.
- Experience managing online content management and email marketing platforms (WordPress, Constant Contact).

A successful candidate will demonstrate:

- Commitment to race equity and inclusion as a personal and professional value.
- Awareness of the Mahoning Valley's political and cultural issues.
- Ability to design and execute communication strategies effectively, using internal and external resources to achieve measurable impact.
- Excellent writing, proofreading and editing skills with great attention to detail.
- Energetic, dependable (gets it done), and exemplary (gets it down exceptionally well).
- Proficiency in Microsoft Office Suite with the capacity to learn various systems and platforms.
- Clear, practical verbal communication skills, with the ability to interact amid a diverse community and a broad assortment of grantees, community leaders, business leaders, government officials, etc.
- Possess a high self-awareness relative to strengths and weaknesses. Ability to give and take feedback as a part of a learning culture committed to achieving better results.
- Ability to identify challenges and opportunities and implement practical solutions when a clear lack of process or standard is absent.
- Data-driven, you apply current research and fact-checking to enhance your work, educate and inspire your audience, and maintain credibility.
- An enthusiastic and resourceful team player, who enjoys being part of a collaborative, collegial environment, with the ability also to effectively work independently.
- Motivation to continuously pursue training and development opportunities to build knowledge and skills and share expertise with others.
- High level of integrity; high level of discretion, critical thinking, and judgment in handling sensitive and confidential information.
- Maintains a good work ethic and a good sense of humor and purpose.

Physical Demands

- Frequently requires standing; walking; and kneeling.
- Requires the ability to occasionally lift or carry; push or pull, or otherwise move objects up to 20 pounds.
- Requires the ability to ascend or descend stairs.

Job Type: Full-time/part-time flexible scheduling options available, including both full-time and part-time arrangements.

Expected hours: 20-36 hours per week

Starting salary: \$25.00 per hour

Schedule: Tuesday- Friday

Hours of Operation: 8am-5pm ET
(Non-traditional hours will be required including some weekends and evenings).

Travel: Occasional travel may be required

Work Location: Onsite (147 W. Market St. Warren, OH. 44481)

Competitive Benefits Package: On your first day, you'll receive comprehensive benefits including medical, dental, and vision coverage. A generous retirement plan and paid time off is also provided.