

Communications Manager

The Schultz Family Foundation, founded by former Starbucks ceo and chairman Howard Schultz and his wife Sheri Schultz, is seeking a passionate **Communications Manager** to tell the story of the Foundation's work across owned, earned and social media channels.

Responsibilities:

The communications manager is a high-profile role within our organization, collaborating with our co-founders, our executive leadership, our grantees, and our partners on storytelling and communications strategy in support of our core purpose and reason for being: **to create greater opportunity accessible to all**. The right candidate will be a dynamic and forward-thinking professional who is passionate about social change and able to collaborate internally and externally to produce word-class, high-quality communications campaigns with a consistent look and feel.

- **Strategy.** Identify and capitalize on opportunities to promote and positively represent the Foundation through internal and external communications.
- **Storytelling.** Work with executive leaders, external partners and grantees to source and tell stories about the Foundation's work, impact and key learnings.
- **Content.** Produce marketing and communications collateral that it is consistent with the organization's brand.
- **Social Media Management.** Share Foundation's work on social media by publishing content, building followship and thoughtfully engaging with our community.
- **Media Relations.** Concept, develop and pitch stories to journalists; respond to inquiries from the press.
- **Writing and Editing.** Draft, edit and publish communications materials in partnership with the Foundation's program team, including talking points, briefing sheets, press releases, website copy, email newsletters and white papers.
- **Partnership Engagement.** Collaborate with grantees, partners, fellow funders, thought leaders, etc. to develop communications campaigns demonstrating the power of multi-sector collaboration to solve our country's most pressing challenges.
- **Leadership.** Serve as a key leader on the communications team and within the organization.

Qualifications:

While no one candidate will embody all the qualifications enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes and experiences:

- 5 years of experience leading and managing communications in the public, private or non-profit sector.
- Creative storyteller with track record producing emotionally resonant content and publishing it across owned, partner and social media platforms.
- Experience building and engaging online communities aligned with an organization's core mission and values.
- Knowledge of digital analytics and measurement tools.
- Passionate about social change, specifically addressing inequality and racial equity.
- Entrepreneur at heart; curious to see around corners.
- Servant leader mentality; committed to serving others.
- Detail-oriented with attention to accuracy, deadlines and ability to prioritize.
- Results-oriented with the ability to set and follow realistic goals and objectives.
- Flexibility to adapt when faced with changing needs and priorities.
- Proficiency with Microsoft Office, MailChimp, Salesforce, Hootsuite, WebFlow and Adobe Photoshop.

About the Schultz Family Foundation:

Established in 1996, the Schultz Family Foundation works in partnership with nonprofits, businesses and governments to develop and invest in entrepreneurial, cross-sector solutions designed to build more equitable systems; foster our common bonds; strengthen our democracy; and create life-changing opportunity for people and communities who have historically been at the margins of our country's promise. Addressing the systemic issues and policies that have been at the root of the national decline in upward mobility and felt opportunity, particularly for Black, Indigenous, and other communities of color is central to the Foundation's work.