



# Communications Specialist

*Updated: October 2019*

## About GEO

The GEO community makes the difference between grantmaking as usual and transformational change. We're more than 6,600 grantmakers working together to turn a hunger for more effective philanthropy into clear pathways for achieving it. We're cutting through the noise to lift up the practices that matter most to nonprofits.

The GEO community gives grantmakers the opportunity to work with others navigating the same journey to improve. With conferences focused on solving of-the-moment challenges, regular opportunities for peer learning, and publications that lift up best practice and examples from peers, GEO speeds grantmakers' progress on the road to effectiveness. Four out of five GEO members outpace the field in adopting smarter grantmaking practices. To learn more about how GEO is making faster progress possible, visit [www.geofunders.org](http://www.geofunders.org).

## Position Description

The communications specialist helps plan and manages execution of various projects across all communications channels—including but not limited to email, newsletters and social media. The specialist's contribution is critical to ensuring that GEO creates long and short-form print and electronic content in a timely fashion with clear and relevant messages for our audiences. The communications specialist is a strong editor, writer and project manager who thinks carefully about our content and how to convey ideas in a compelling way. S/he is a self-starter, has a knack for keeping track of loose ends and can easily toggle between multiple projects. This position reports to the director of communications. Depending on interest/organizational needs, this position may involve up to ~10-15% travel.

## How to Apply

Interested applicants should submit a resume and cover letter to [hr@geofunders.org](mailto:hr@geofunders.org) with the subject line: GEO Communications Specialist. GEO will review applications on an ongoing basis until the position is filled. This position will remain open until filled. **We will not consider applications without a cover letter.** In your cover letter, please address the following:

- Why are you a good fit for this position?
- Tell us about your experience managing multiple communication channels.
- What are your greatest professional strengths and weaknesses?
- What appeals to you about working at GEO?

**If you were working with us, here are some of the things you would have done last week:**

- Designed a social media schedule aimed to highlight GEO's internal and external events and projects

- Drafted talking points for senior leadership remarks for a speaking engagement with members
- Created membership recruitment materials to be used in new member outreach
- Generated content and drafted layout for one of two monthly newsletters for 6,500 GEO members
- Copy edited print layout of GEO's upcoming news publication
- Contributed to work and/or working groups that are helping to advance GEO's organizational culture and work on racial equity
- Researched potential professional development opportunities for yourself in preparation for a goals conversation with your supervisor

## Qualifications

- 3 to 5 years of work experience in a communications field
- Excellent written communication skills
- Ability to think creatively and proactively
- Ability to work on multiple writing projects simultaneously and meet deadlines
- Ability to work quickly under pressure and work well in a team environment
- Keen attention to detail, and strong organizational skills
- Strong communication, listening, and interpersonal skills
- High degree of personal integrity and ethics and demonstrate respect and sensitivity for cultural differences

## Preferred Qualifications

- Experience in membership communications
- Demonstrated understanding of social media strategy, as well as web content creation and management
- Experience writing to amplify the voice of organization leadership
- Experience creating communications materials within a racial equity lens, focused on diversity, equity and inclusion

## Salary and Benefits

GEO offers a competitive salary (high 40k's to low 50k's) and a generous benefits package, including 100 percent employer paid health insurance, three weeks of vacation, twelve sick days, a 7 percent employer retirement contribution, a commitment to professional development and growth, along with a Metro accessible location in downtown D.C.

*Grantmakers for Effective Organizations is an equal opportunity employer. GEO is committed to equal employment opportunities in recruitment, hiring, promotion, training, compensation and disciplinary action with regard to the terms and conditions of employment. GEO does not discriminate on the basis of race, religion, national origin, color, age, sex, disability, veteran status, sexual orientation, gender identity, marital status, personal appearance, family responsibilities, matriculation, political affiliation or any other legally protected characteristic.*