

EDF Communications Coordinator

Description

The Elizabeth Dole Foundation is looking for an experienced Communications Coordinator to join our team in a full-time position based in Washington, DC. We are seeking an effective, creative, and enthusiastic individual to support the Communications department in executing and monitoring communications strategies.

The applicant should have excellent writing and editing skills, a high level of creativity and attention to detail, and ability to effectively share stories. Familiarity with the military and veteran community is desired, and will be considered when choosing the best applicant for this position. If you are a mission-oriented, ambitious, and hard-working individual, the Elizabeth Dole Foundation is an excellent place to grow your career.

Responsibilities

- Write a variety of content to support communications and marketing efforts, including but not limited to: press releases, email newsletters, website copy, op-eds, pitches, talking points, program descriptions, and promotional brochures
- Assist Communications Director and Foundation leadership in developing and implementing a communications strategy designed to further organization objectives
- Build and deploy email communications through MailChimp, and support website edits and updates across the Foundation's web properties through WordPress
- Perform outreach to varying press outlets and contacts, and build strategic partnerships to grow brand notoriety
- Respond to Foundation media inquiries and maintain relationships with journalists and other members of the press
- Stay up to date on trending topics in the military, veteran, and caregiving community spaces. Share recommendations for communications strategies and campaigns
- Prepare Foundation leadership, staff members, and constituents for press opportunities; assist Communications Director in conducting media trainings and preparing briefing materials
- Assist Digital Media Strategist with social media management when necessary
- Serve as a liaison between the Foundation and our graphic design team; oversee design projects related to marketing and communications
- Monitor Foundation media hits and track key analytics (using Meltwater); use data to analyze success and shortcomings of communications campaigns and strategies
- Support Communications team in making updates to the Foundation's multiple websites
- Connect with military and veteran caregivers to better understand the audience we serve

Requirements

The Elizabeth Dole Foundation is looking for an energetic and versatile professional to be based in the DC area. The applicant should have excellent verbal and written communication skills, with proficiency in Word, Excel, and PowerPoint, as well as additional marketing and communications software outlined below. Familiarity with non-profit marketing/communications is preferred.

Desired Experience

- Bachelor's Degree from a 4-year institution is required
- 2-3 years of experience in a communications or marketing role
- Proficiency with email marketing software (e.g. MailChimp); proficiency with media tracking services (e.g. Meltwater)
- Familiarity and/or proficiency with WordPress or other web-editing software
- Experience with Adobe Creative Cloud (Photoshop, Premier Pro, InDesign) or equivalent digital media editing tools is preferred
- A connection to military and veteran caregiver issues is preferred, but not required

About You

- Highly energized, able to engage and respond on a professional level to a broad range of stakeholders, including the ability to work with military caregivers and nonprofit partners to provide excellent and timely customer service
- Strong writing, copywriting, and copy-editing skills
- Detail oriented, with excellent time management and organizational skills; the ability to listen and communicate (both verbally and in writing) clearly and accurately
- Reliable, dependable and able to work in a fast-paced environment and meet tight deadlines
- Proven knowledge of communications and marketing ethics and best practices; overall ability to adhere to professional standards with an unwavering integrity and commitment to ethical conduct
- Strong public speaker with exceptional interpersonal communication skills
- Discrete; understands when confidentiality is required
- Energetic, optimistic, with a passion for helping others, while maintaining a sense of humor and warm relationships with colleagues and partners
- Positive attitude and willingness to learn

To Apply

Please submit a cover letter and resume in PDF format to the email address below and include "Communications Coordinator" in the subject line. Inclusion of a writing sample is also strongly encouraged.

Austin Courtney, Communications Director

Austin@elizabethdolefoundation.org