Employment Announcement: Communications Project Manager and Editor

About the Fund

Founded in 1940, the Rockefeller Brothers Fund (RBF) advances social change that contributes to a more just, sustainable, and peaceful world. The RBF’s grantmaking is organized around three themes: Democratic Practice, Peacebuilding, and Sustainable Development. Though the Fund pursues its three program interests in a variety of geographic contexts, it has identified several specific locations on which to concentrate cross-programmatic attention. The Fund refers to these as “RBF pivotal places”: subnational areas, nation-states, or cross-border regions that have special importance with regard to the Fund’s substantive concerns and whose future will have disproportionate significance for the future of a surrounding region, an ecosystem, or the world. The Fund currently works in three pivotal places: China, the Western Balkans, and Central America. The Charles E. Culpeper Arts & Culture program, focused on New York, nurtures a vibrant and inclusive arts community in the Fund’s home city.

Through its grantmaking, the Fund supports efforts to expand knowledge, clarify values and critical choices, nurture creative expression, and shape public policy. The Fund’s programs are intended to develop leaders, strengthen institutions, engage citizens, build community, and foster partnerships that include government, business, and civil society. Respect for cultural diversity and ecological integrity pervades the Fund’s activities.

Position Summary

The Rockefeller Brothers Fund (RBF) seeks a Communications Project Manager and Editor to manage communications related collaborations across the organization. As a member of the communications team, the incumbent will manage the production of institutional publications and presentations to clearly and consistently narrate the RBF’s work, incorporating diverse perspectives. The Communications Project Manager and Editor will also work closely with the Executive Vice President for Programs and Communications to implement the vision for the Programs+ teams.

The starting salary for this role is $81,005

Key Responsibilities

Publications

- Collaborate with staff across the institution to collect, compile, and package data and documents for the annual review, board books, brochures, and occasional other publications, reports, memos, and multimedia projects
- Source and license photos and other graphic elements to complement and enhance written content
- Factcheck, copyedit, and proofread RBF publications to confirm quantitative accuracy and bolster verbal clarity
- Manage day-to-day engagement with design and printing consultants to ensure all publications are visually compelling and brand-aligned
- Track publications inventory and report on annual usage
Presentations and Meeting Design

- Support implementation and communication of Programs+ vision, including meeting planning and follow-up, materials development, and compelling visual design of analyses
- Work with EVP, P+ and other RBF leadership to translate ideas into clear prose and compelling visuals
- Structure, design, and produce slide decks and talking points for executive leaderships to present at board meetings, staff gatherings, and occasional public appearances
- Assist in developing agendas, talking points, and activities for inclusive, engaging, and productive internal meetings, retreats, and other activities

Support for Programs+

- Track and coordinate reporting on institutional commitments, pledges, and sign-on letters
- Maintain communications templates and writing style guides to ensure they are up to date, aligned with industry standards, and support current RBF practices
- Provide copyediting, proofreading, and other production support to staff for presentations, memos, papers, etc.
- All other duties as assigned by the Director of Communications and the Executive Vice President, Programs and Communications

Skills and Abilities

- Proven project management skills, including the ability to collaborate, prioritize, and manage multiple projects at once to consistently meet deadlines
- Exceptional interpersonal skills, including the ability to be consistently diplomatic, tactful, and professional and to interact with all levels of staff and external parties
- Demonstrated leadership qualities, including initiative and sound judgment
- Ability to translate complex concepts to clear prose and clean, compelling visuals
- Familiarity with design principles and visual identity management
- Facility with Microsoft Word, PowerPoint, Excel, and Outlook
- Proficiency with Adobe Creative Suite (Photoshop, InDesign, Illustrator, etc.) or other professional design software is strongly preferred
- Strong copyediting, proofreading, quantitative analysis, and fact-checking skills
- Attention to detail, aptitude for organization, and commitment to high-quality outputs

Education, Experience, and Knowledge

- Bachelors’ degree in liberal arts or related field plus five years’ experience managing communications-related projects, including creating and managing production timelines, overseeing vendors and consultants, proofreading, copyediting, etc.
- Two years’ experience in project management or related role
- Experience in the nonprofit or philanthropic sector

Expectations of All Positions

Each employee is expected to:

- Understand and support the philanthropic mission of the RBF
- Respect and value those who partner with or request assistance from the RBF
- Manage the resources of the RBF in a manner that maximizes the funds available for charitable activity
- Advance diversity, equity, and inclusion efforts in core responsibilities and institution-wide efforts
- Respect the contribution of each employee of the RBF and support colleagues in fulfilling their individual responsibilities
• Appreciate differences in perspectives and point of view and work collaboratively with colleagues toward shared goals and objectives
• Commit time to RBF activities and conversations that strengthen the Fund’s culture and improve its effectiveness opportunity in all work relationships

Application Process

The Rockefeller Brothers Fund is an equal opportunity employer and invites applications from candidates regardless of race, gender, national origin, sexual orientation, age, disability, or religion. The RBF is committed to becoming an anti-racist and anti-sexist institution (read more here). We offer a competitive salary based on the responsibilities of the role, a generous benefits package, and a pleasant work environment.

As we emerge from COVID-19 pandemic restrictions, the RBF has adopted a hybrid-remote model for 2022. This role will have the option to work from home, if desired, with the expectation of reporting to the RBF’s New York City office (475 Riverside Drive), based on the defined intervals or other circumstances including when requested by a manager.

To apply, please send a letter explaining your interest in the position and qualifications along with a resume to vacancy@rbf.org. Include Communications Project Manager and Editor on the subject line of your email. No telephone or fax inquiries please. Application deadline is March 25, 2022.

For additional information please visit our website at www.rbf.org.