



HEADWATERS™

FOUNDATION *for* JUSTICE

Position Title: Communications Associate
Reports To: Director of Network and Narrative
Open Until: Friday, January 8, 2021
Salary Range: \$46,900-\$55,300

About Headwaters Foundation for Justice

We are a Minneapolis-based community foundation that invests in grassroots organizing across Minnesota. We do this through grantmaking programs that invest in organizations and groups on the front lines of social change. Each of those programs invite people from the community to learn about and lead our grantmaking work. Since 1984, Headwaters has believed that the people who directly experience society's injustices are exactly the people who know the way to collective liberation. We fund a variety of groups, and we prioritize work that is led by and for Black people, Indigenous people, and people of color.

Our mission is to amplify the power of community to advance equity and justice.

Our four core values are:

- **Advance Equity.** Our work supports movements and systems change that lead to individual resiliency and community power.
- **Demand Inclusion.** People who are most affected by inequity are often left out of decision-making work. We insist on changing that—nationally, regionally, and locally.
- **Transform Power.** We grow power through community-led grantmaking, donor education, and leadership development.
- **Trust in Community.** A community knows itself best, and its people need to lead the way to collective liberation. Our job is to listen to and support the solutions that will improve life for all Minnesotans.

Position Overview

This newly-created position plays a critical role in telling Headwaters' story. This person will support the Director of Network and Narrative to highlight what our grantee partners do and to keep our community of volunteers and donors engaged. We're looking for someone to use their skills to help organize and move money to the frontline organizations leading social change work across Minnesota.

The Communications Associate will coordinate cross-departmental projects, manage social media platforms and the website; lead data analytics efforts; and help with other details of the Network and Narrative Program. This

person will author and post the monthly e-newsletter; schedule photo shoots, video production, and graphic design projects with established external vendors; and be an extra pair of editorial eyes when copy needs it. This person will also track and gather data analytics to help the Foundation evaluate fundraising campaigns and create meaningful content strategies.

Responsibilities:

Communications

- Support communications strategies and programs that engage more people and funders in grassroots organizing.
- Create and publish the monthly e-newsletter.
- Oversee daily social media designs and posts.
- Collect, analyze, and interpret data from website, social media, and other communications.
- Maintain up-to-date web copy.
- Help staff use and leverage communications tools.

Project Management

- Coordinate cross-departmental projects such as the annual report, appeal letters, announcements, special events, and grantmaking materials.
- Manage storytelling and other projects that amplify grantee partners and their movement work.
- Oversee video, print, digital, photography, and other media projects with external contractors.
- Maintain and update collateral materials and other communications assets or tools.

Other Duties as Assigned

Ideal Candidate Qualifications:

- Three to five years of work experience in communications, marketing, or public relations.
- Three to five years of project management skills.
- Fluency in website and social media data analytics.
- Sharp copywriting and editing skills.
- Sharp attention to detail.
- Strong organizational skills, including ability to skillfully handle multiple assignments and set priorities and procedures.
- Ability to work independently and collaboratively.
- Ability to apply critical thinking and problem-solving skills.
- Experience with Raiser's Edge a plus.
- Familiarity with software platforms including the Microsoft Office Suite among others.

Current COVID-19 Circumstances

Headwaters takes the safety and health of employees, their families, and adjacent communities, seriously. That's why we observe the following COVID-19 policies:

- All employees currently work remotely from home and are required to have access to internet; Headwaters provides a monthly stipend to offset home office expenses.
- Staff meetings are held virtually using Zoom, Microsoft Teams, or other software platforms.
- Employee travel for conferences or professional development has been suspended for the duration of the fiscal year (July 2020 – June 2021).
- In-person meetings with donors, volunteers, or grantees have been suspended while COVID-19 circumstances are being monitored by an internal task force.

Shared Expectations:

- A commitment to the Headwaters mission and values.
- Willingness to advance strategic goals and outcomes set by the Board, the President, and the Director of Network and Narrative.
- Self-motivation and flexibility.
- Compliance with all operating policies and procedures.
- Strong interpersonal skills.
- Willingness to be a productive member of a community of colleagues, respecting differences while working toward shared goals, comfort with periods of ambiguity and change, and constructive participation in ongoing organizational development.
- Ability to work with diverse communities across lines of class, race, ethnicity, sexual orientation, gender identity, and ability.
- Ability to work as part of cross-departmental teams on special projects.
- A sense of humor.

Salary and Benefits

Salary range \$46,900 - \$55,300. Excellent benefits package, including 100% of employee-only and 90% of employee plus family and dependent health and dental insurance; a 401K retirement plan with a five percent employer contribution after a 90-day probationary period; and a flexible spending account. Headwaters also offers generous time off for professional development, holidays, sick time, and vacation.

Environment

Headwaters Foundation for Justice is an equal employment opportunity/affirmative action employer. We encourage women, BIPOC, LGBTQ people, and people with disabilities to apply. Regular work hours are weekdays from 9 a.m. until 5 p.m. Some evenings and weekends required.

To Apply

Submit your cover letter and resume in an email with Communications Associate in the subject line to Human Resources at hr@headwatersfoundation.org. Applications will close Friday, January 8, 2021.