



Communications Manager

The Greenwall Foundation is seeking a motivated communications professional with strong digital communications, marketing, and writing skills to join its small, dynamic staff in Washington, DC.

About the Foundation

The Greenwall Foundation is committed to making bioethics integral to decisions in healthcare, policy, and research. It focuses on funding bold, cutting-edge bioethics projects with the goal to improve policy and practice. The Foundation further supports bioethics leaders to deliver thoughtful solutions to some of the world's most pressing challenges in health, health care, and the life sciences.

Primary Responsibilities

The Communications Manager reports to the President & CEO and will work closely with the President & CEO, Program Director, and others to expand the Foundation's reach and visibility as a trusted leader in bioethics, champion the importance of bioethics to decision-making in healthcare, policy, and research, and highlight the excellent work of the Foundation's Scholars and grantees.

Responsibilities include:

- Managing the Foundation's digital communications, including its website, blog, newsletter, and social media presence. This includes content development, site maintenance and administration, monitoring and reporting metrics, and tracking news and publications.
- Maintaining an editorial calendar and identifying communications and marketing opportunities that support the Foundation's mission and vision.
- Writing clear, concise, and engaging communications materials, including blogs, newsletter copy, press releases, op-eds, and digital content. Copyediting long- and short-form documents.
- Engaging online audiences to raise visibility of and interest in the Foundation, its mission, and its Scholars and grantees. Representing the Foundation in response to initial and routine inquiries. Interacting with communications and marketing vendors.

- Producing original video content for the Foundation’s digital channels, in coordination with communications and marketing vendors as needed.
- Public event planning/management, including advertising/publicity, scheduling, preparing event materials, and coordinating with vendors and guests.
- Undertaking additional special projects and duties as assigned.

Skills/Abilities

A successful candidate will have demonstrated abilities to:

- Write clearly and concisely
- Develop and produce e-mail, blog, and social media content, from strategy to content drafting to reporting
- Manage online platforms such as a website CMS, Mailchimp, Hootsuite, and Google Analytics
- Comfortably and knowledgably use Microsoft Office (including Word, Excel, and PowerPoint), Adobe Acrobat, and other standard professional software
- Copyedit documents
- Organize and manage public events
- Manage independent projects
- Work collaboratively with a team and external organizations and individuals
- Be flexible and able to adapt and learn quickly

Excellent interpersonal skills, sound judgment and discretion, strong organization, close attention to detail, and ability to meet deadlines are important for this position. Basic video editing and production skills are a plus. Some travel is expected.

Education/Expertise

A college degree and 3 or more years of experience in public relations or journalism are required. Ideally, the candidate has, through their work, become familiar with issues around health care, medicine, biomedical research, public health, and/or science policy. Direct experience and interest in bioethics is a plus, as is previous work with a nonprofit organization.

* * *

The Greenwall Foundation offers a generous full benefits package, which includes medical, dental, and vision insurance as well as a retirement plan and flexible vacation days. Salary is commensurate with experience. This position is full time, but the Foundation will consider a

reduced work schedule (30 hours/week) for a highly experienced candidate. Foundation staff currently work a hybrid schedule, with some days in the office and some days remote.

Please send a cover letter, resume, two writing samples (including one that is one page or less), and three references to [hiring@greenwall.org](mailto: hiring@greenwall.org) (subject line: "Communications Manager") by June 15, 2022.

The Greenwall Foundation is an equal opportunity employer.