



## J O B A N N O U N C E M E N T

### COMMUNICATIONS OFFICER

#### **OVERVIEW:**

Based in New York City, Funders for LGBTQ Issues seeks to mobilize philanthropic resources that create equity, enhance the well-being of lesbian, gay, bisexual, transgender and queer communities, and advance racial, economic and gender justice. The organization advocates for LGBTQ inclusion in foundation operations and grantmaking, educates grantmakers about LGBTQ issues in the US and internationally, provides opportunities for LGBTQ grantmakers to network and partner, provides leadership in philanthropic initiatives that work to advance social justice, conducts research on foundation giving and organizes cutting-edge campaigns and learning cohorts.

Working in partnership with other staff, the Communications Officer will help to build the external profile of the organization through the use of social media; keeping our two websites current and cutting-edge; developing content for other organization's websites; and authoring reports, articles, presentations, and brochureware.

#### **RESPONSIBILITIES:**

- Manage the organization's overall publications and project schedules; coordinate efforts with editors, designers and printers;
- Oversee the implementation of a communications strategy;
- Write press releases, fact sheets, targeted educational materials and reports, stories, case studies, etc.;
- Oversee on-line Q notes publication;
- Manage the organization's websites and email marketing programs; analyze and apply data from such programs to improve communications efforts;
- Participate in planning FLGBTQ Issues convenings and programs;
- Advise and collaborate with grantmakers, other affinity groups, researchers and the media on the use of the organization's databases and published reports;
- Represent the organization and make presentations at meetings and conferences;
- Attend Board Meetings.

#### **QUALIFICATIONS:**

- Demonstrated excellence in writing, proof-reading, editing and document production;
- Ability to condense complicated issues into simple, engaging summaries;
- Experience developing content for new media and websites;
- Flexible and collegial disposition and ability to work effectively with people with a range of backgrounds, experiences and cultures;

- Prior experience in communications;
- Commitment to LGBTQ rights, racial, gender and economic justice.

**SALARY:** \$60,000 - \$70,000 based on experience. Excellent benefits.

**PREFERRED START DATE:** August 2010

**To apply send a cover letter and resume in Word or PDF format. No phone calls.**

By email: [marvin@lgbtfunders.org](mailto:marvin@lgbtfunders.org) (subject line: Communications Officer)

By Fax: 212-475-2532

By Mail: Marvin Webb  
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Funders for LGBTQ Issues is an Equal Opportunity Employer committed to building the leadership of people of color, women, transgender and gender non-conforming individuals.

For more information on Funders for LGBTQ Issues visit our website at [www.lgbtfunders.org](http://www.lgbtfunders.org)