



Position Description

Job Title: Director of Communications

Reports to: Vice President of Strategy

Date Revised: October 16, 2023

Organization

Rasmuson Foundation, an Equal Opportunity Employer, is dedicated to improving the quality of life for people throughout Alaska. The Foundation awards grants to Alaska-based nonprofits, tribes, and individual artists to promote a better life for all Alaskans.

Summary

The Communications Director is responsible for the Foundation's communications and material in digital and traditional formats. This position works with the other senior leaders and the staff to accomplish goals, including a vibrant, collaborative work culture.

Essential Responsibilities

- Establishes and drives a multi-channel communications strategy, including digital and traditional formats, creating compelling content focused on the grantee's work, potential grant applicants, and the Foundation's strategy and mission.
- Manages the Foundation's brand and website.
- Manages media relations, relevant contracts, and vendors.
- Develops executive team and board communication, including written and oral communication.
- Ensures the public understanding of the Foundation aligns with the Board and CEO's vision.
- Responsible for the communications needs for community conversations, external events, sponsorships, and other engages of the Foundation.
- Represent the Foundation on national, regional, and local boards and committees related to the Foundation's work.

Qualifications

- Alignment with the Foundation's mission and vision.



Position Description

- Minimum of 10 years of relevant work experience in communications. Minimum of three years of direct management of people.
- Results in creating and implementing strategic communications.
- Must have demonstrated strong written and oral communication skills and the ability to build consensus in groups with diverse priorities.
- Knowledge of nonprofits and philanthropic sectors preferred. Knowledge of Alaska and events strongly preferred.

Educational Requirements

- Bachelor's education preferred. Experience can substitute.

Competencies

- Excellent verbal and written communication skills.
- High proficiency with office management systems and procedures, standard office equipment, and collaborative software, including Microsoft Office, and Teams.
- Skilled in creative content development using design software like Canva and Adobe Creative Cloud.
- Knowledgeable in web content management systems such as WordPress.
- Self-motivated, strong organizational skills, and ability to work on several projects at once.

Leadership Competencies

- A service orientation.
- A commitment to enabling individual and team success.
- Proven ability to influence vertically and horizontally.
- Role models ethics and professionalism.
- Strong listening skills, demonstrated through problem-solving and applicable solutions.
- Coaches and develops both direct reports and the broader team.