

The Bush Foundation is seeking a talented, creative and collaborative person to join the Bush Foundation as Communications Associate. We are a group of people who are passionate about helping people and organizations thinking bigger and differently about what is possible, grounded in a strong commitment to both equity and learning. If you want to put your communications, digital and organizational skills to work for a dynamic, mission-driven organization, we invite you to apply!

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### **Background**

The Bush Foundation is a private foundation based in St. Paul, Minnesota. The Foundation was established in 1953 by 3M executive Archibald Bush and his wife, Edyth. Today, we invest in great ideas and the people who power them in Minnesota, North Dakota, South Dakota and the 23 Native nations that share that geography. We work to inspire and support creative problem solving – within and across sectors – to make our region better for everyone. Learn more at [BushFoundation.org](http://BushFoundation.org).

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### **Job Purpose**

The Communications Associate is responsible for a broad range of day-to-day communications activities. This role is a balance of digital communications, process management and administrative support. The Communications Associate has a key role in connecting staff with the information, support and tools that they need to advance the Foundation's goals and mission.

### **Core Responsibilities**

#### *Digital communications and program support*

- Manage content for the Bush Foundation website and social media platforms such as Facebook, Twitter, LinkedIn and Instagram.
  - This includes planning social media activity in conjunction with other Foundation staff; updating web content; developing and posting social media content; editing photos; creating graphics; monitoring activity; and sharing analytics with other Foundation staff to improve visibility and impact.
- Coordinate external Foundation newsletter in collaboration with the communications team including writing and editing newsletter content; formatting the newsletter; creating the newsletter campaign and graphics; managing email lists and distribution; and reviewing analytics to help inform content changes. Manage and maintain communications tools, such as an editorial calendar, to help with organization-wide planning.
- Assist communications and program team members in preparing, editing and proofing high-quality content about Foundation grantees, fellows, partners and initiatives.
- Respond to general information inquiries from the public on a wide variety of issues.

#### *Process management and administrative support*

- Develop and manage processes that enable the communications team to work efficiently and effectively across the organization.
- Facilitate and support finance processes, including expenses, invoices, budget tracking and routing contracts and agreements.
- Coordinate and oversee swag inventory and orders; mailing lists and logistics; printing requests; Foundation stationery needs; and organization of communications storage spaces and digital files / folders.
- Help to prepare RFPs and grant memos and provide day-to-day support for media sponsorships.

- Provide communications and technical assistance to staff across the Foundation, helping to prepare, edit and refine materials and presentations, ensuring consistency and effective use of the Bush Foundation brand.

*Cross-organizational work*

- Contribute to cross-foundation work and learning that advances the Foundation’s overall strategic goals by participating in ad hoc work teams, equity projects and organization-wide workshops and committees.
- Actively demonstrate core organizational values in performing all duties.

**Key Qualifications and Attributes**

- At least three years’ experience in a communications role or a role with significant responsibility for external community engagement with some experience in planning, developing and executing digital content across social media platforms. Experience in a mission-driven environment or with social purpose projects is a plus.
- Strong proficiency with digital communications and design tools such as Drupal; WordPress; social media platforms; MailChimp; Adobe Creative Suite or other graphic design tools; photo editing; Survey Monkey; and Google Analytics.
- Solid writing, editing, and verbal communication skills.
- Ability to apply communications channels in creative ways that promote the great work of our partners and grantees, and to translate complex ideas into understandable and engaging messages, written or visual.
- Willingness to take on new opportunities and challenges with curiosity and energy.
- Adaptability and flexibility as the Foundation continues to refine and implement new strategies and ways of working together.
- Experience managing multiple projects concurrently and effectively.
- Strong organizational and administrative skills, including proficiency in Microsoft Office. Familiarity with Salesforce is a plus.
- Ability to effectively interact, communicate and collaborate with people from a wide range of cultural backgrounds.

**JOB DATA**

Reports to: Kari Ruth, Communications Director  
 Classification: Full-Time, Non-Exempt

Starting salary: Annualized salary of \$82,784 based on a 40-hour work week.

Benefits: We offer excellent benefits, including health, dental, life and disability insurance; generous retirement contributions; professional development and vacation, sick and holiday leave.

Location: Our primary office is located in St. Paul, MN. Three of the 33 current staff live outside of the Twin Cities area. We are a place-based foundation with a commitment to and focus on serving a specific region so all employees are required to live in this region. Twin Cities-based staff work on-site on every Wednesday, with an additional on-site day at least once a month. Staff are welcome to work in the office more frequently if desired.

Schedule & Travel: Some travel (up to 10%) and driving may be required, with occasional schedule adjustments in order to participate in events or meet priority deadlines.

**To Learn More:**  
*Informational Video*

We will be recording a brief video to introduce the Bush Foundation and the job. The closed caption recording will be posted on our website by 9/30 at <https://www.bushfoundation.org/job-opportunities>.

**To Apply:**

Please send a cover letter, resume and a short professional writing sample, and link to (or PDF of) a couple examples of your professional social media work to [Talent@BushFoundation.org](mailto:Talent@BushFoundation.org). In order for us to see your application quickly, please put Communications Associate: [your name] in the subject line.

In your cover letter, please describe your interest in the position and the experience you've had that lines up with the qualifications for the job.

We'll be accepting applications until October 12 at noon (Central Time). We're moving quickly to fill this position and so we encourage and appreciate early applications.

*The Bush Foundation is an Equal Opportunity Employer.*

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## Our Values

**Spread Optimism.** We encourage individuals and organizations to think bigger and think differently about what is possible. We are positive and supportive in our internal and external interactions.

**Work Beyond Ourselves.** We actively seek opportunities to work in true collaboration with others to have more impact. We are willing to both lead and follow. We candidly share what we learn with others.

**Everybody Matters.** We are a champion for both excellence and equity inside and out of the Foundation. We have fair, open and inclusive processes. We work to raise overall quality of life while also closing opportunity and achievement gaps.

**Steward Well.** We demonstrate appreciation for the Foundation's history and thoughtfully build on its legacy. We hold ourselves to high standards of integrity and accountability and conduct ourselves in a way we hope would make our founders proud.

**More Good. Every Year.** We are a true learning organization and work to be smarter and more effective every year. We never lose sight of the reason we exist: to do the most possible good with the resources left to the community by Archibald G. Bush.