We’re looking for the Foundation’s next Communications Officer! We are a group of people who are passionate about helping people and organizations think bigger and differently about what is possible, grounded in a strong commitment to both equity and learning. If you want to put your communications and project management skills to work for a dynamic, mission-driven organization, we invite you to apply!

Background
The Bush Foundation is a private foundation based in St. Paul, Minnesota. It 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.

Communications at the Bush Foundation
Communications is core to the Foundation’s strategy of inspiring, equipping and connecting people and organization to make the region better for everyone. Connecting with potential grantees and Fellows means that we need people throughout the region to know what the Foundation does and what we might fund.

Our communications work is also core to extending our impact beyond just what we fund. We want to inspire others by sharing the stories of grantees and Fellows and the amazing work they are doing. We want to share lessons learned and to help spread great ideas to make the region better for everyone.

Job Purpose
The Communications Officer manages a broad range of communications activities centered on plans and products that amplify the impact of our grantmaking. Reporting to the Director of Communications and working with the Communications team, this position focuses specifically on leading the Foundation’s work in strategic communications to continually look for new ways to increase reach and impact.

Core Responsibilities

Communications Strategy

• In partnership with the Director of Communications and other Foundation staff, set and execute on communications priorities.
    • Develop and execute strategic communication plans for our grantmaking programs.
      o Work closely with Grantmaking and Operations colleagues to ensure communication strategies are embedded in processes and decisions.
      o Work closely with Talent Learning and Evaluation Team to capture and convey lessons and ideas that can be useful to others.
      o Work with internal and external partners to promote grant and Fellowship opportunities and recipients, and share lessons and insights from process and impact evaluation.
      o Lead the development and production of external communications materials and publications, including fact sheets, stories, presentations, stock photography, graphics, etc. Work with staff to ensure external communications materials meet Foundation style standards.
• Create and maintain our portfolio of external communications materials and publications.
Lead production of *b* Magazine, an annual publication highlighting the work of grantees and Fellows across the region. Manage relationship with external publisher. Develop content plan for each issue. Ensure publisher and web developers have the information, resources and contacts they need to produce compelling print and online content. Lead internal review and editing processes.

Manage production of stories and reflections about our work, including publications of *b* Magazine and learning papers.

Build and maintain relationships with a variety of external creative resources including writers, photographers, illustrators, filmmakers, copywriters, etc.

- With the other members of the Communication team, develop, interpret, and apply strategic communications and brand guidelines to ensure it is effective and visible.
- Effectively engage partners and collaborate with internal colleagues and external consultants, contractors and vendors to deliver high-quality work within agreed budget and timelines.

**Cross-organizational work**

- Regularly collaborate with and support colleagues across the Foundation to accomplish org-wide priorities and projects.
- 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 five years of experience in a communications role at a public, nonprofit or related private sector organization; work having a strong community focus is preferred.
- Excellent writing skills, able to convey context and tone of Bush’s work; demonstrated ability to simplify complex and dynamic content.
- Demonstrated broad range of communications skills, comfort with strategy development and execution of publications, web, social media, earned media, and public media relations including experience employing an array of platforms (print, digital, media) to reach targeted audiences.
- Excellent project management skills with demonstrated experience and success leading cross-functional project teams, exercising independent judgement and maintaining an outcomes and learning orientation.
- Ability to effectively manage external vendors and partner relationships, ensuring high-quality work products, outcomes and timeliness.
- Demonstrated interest in and success at advancing equity, building and maintaining relationships, building trust and working collaboratively and effectively with people from a wide range of cultural backgrounds.
- 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.

**Job Data**

Reports to Kari Ruth, incoming Director of Communications

Classification: Exempt, Full-Time

Starting salary: Annual salary of $109,725
Benefits: We offer excellent benefits, including health, dental, life and disability insurance; generous retirement contributions; professional development and vacation, sick and holiday leave.

Work Environment: The Foundation’s offices are in St. Paul, Minnesota although Bush Foundation staff continue to work remotely during the pandemic. Return to office plans include a hybrid work arrangement (office/work from home on specific days) with timing and details still in the works. This role may require schedule flexibility and occasion travel in the region (up to 10%) to participate in events or meet priority deadlines.

To Learn More:

Informational Webinar
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 Thursday, March 3 at https://www.bushfoundation.org/job-opportunities.

To Apply:
This search is being managed by Doran Leadership Partners. Please send a cover letter and resume to Heidi Westlind at heidi.westlind@doranleadership.com and include Bush Foundation Communications Officer: [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’d also love to hear about what has drawn you to this line of work.

Applications will be accepted through March 23. We’re moving quickly to fill this position and so we encourage and appreciate early applications.

The Bush Foundation is an Equal Opportunity Employer.

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.