

COMMUNICATIONS AND ENGAGEMENT MANAGER



THE FOUNDATION

The Libra Foundation is a family foundation committed to the belief that all people have the right to live in a healthy environment and in peaceful, just, and equitable societies. Libra utilizes a human rights lens to focus its grantmaking on three program areas: gender justice, environmental and climate justice, and criminal justice. Libra's grantees fight against systemic inequalities, organize communities most impacted by injustice, and innovate new models of networks and organizations serving our common good.

Over the past 18 years, Libra has done significant grantmaking to progressive causes and movements. More recently, the Foundation has been building a new, dynamic team as it enters its next stage of evolution, which involves a focus on supporting advocacy, organizing, and power building work that is led by and for communities of color and people that are most impacted by injustice. With ~\$500 million in assets, Libra is part of a larger shift in philanthropy that aims to disrupt traditional power relationships in the nonprofit world, elevate the voices of grantees, and channel new resources to diverse grassroots groups. The Foundation maintains an intimate small team environment where shared values and a collaborative, entrepreneurial spirit are very important.

- Our values: Humility, Honesty, Trust, Community, Love
- Our vision: The Libra Foundation's vision is to co-create thriving, just, and liberatory communities for all. To advance this mission, we believe our role is to fund grassroots organizations led by and for those most impacted by systemic racism, exploitation, and extraction and support transformational grantmaking strategies that center trust.
- Strategies to achieve our vision: We are committed to practices that disrupt philanthropy as usual and build new, holistic systems that influence our field and advance justice.

THE OPPORTUNITY

The Libra Foundation seeks a collaborative, detail-oriented, and innovative full-time Communications and Engagement Manager [CEM]. This newly-created position – and Libra’s first full-time dedicated communications hire – will report to the Community Engagement Director and be based at the Foundation’s offices in The Presidio of San Francisco. This is an exciting time to join the Foundation to implement its powerful brand and ensure the visual identity is consistent with the Foundation’s bold and dynamic work to reinvent philanthropy. The CEM will be the brand’s day-to-day manager, collaboratively supporting and serving as a bridge between the team and external consultants while helping to create and institutionalize new practices, tools, and systems aligned with communications and engagement goals.

The CEM will play a critical role in identifying, supporting, and leveraging opportunities to publicly communicate the work and impact of the Foundation and grantee partners. In concert with Libra leadership and the external communications advisor, the CEM will co-create a detailed and integrated communications plan — including clear objectives, specific actions, and measurable steps to communicate Libra’s mission with clear and consistent messaging.

The CEM will also manage and execute outreach focused on Libra’s grantmaking; special initiatives and events; thought leadership and field influence pieces; and opportunities to amplify the work of grantee partners. Libra’s January 2019 move to a new Presidio office allowed the Foundation to bring movement leaders and social justice funders together to learn and act boldly through a series of salons and conversations; offer free meeting space to grantees and partners; and highlight artists that push our imaginations. Once the team and grantees can be together in person again, the CEM will help curate creative events in alignment with Libra’s strategies and grantee partner needs.

KEY RESPONSIBILITIES

External Communications (40%)

- Design and execute **Libra’s social media strategy**: maintain and expand accounts (currently Twitter and LinkedIn); actively gather and regularly post original- and boost grantee-produced content; and track metrics including impactful posts and follower growth.
- Provide responses to **press inquiries**, in consultation with external communications advisor; author and manage the distribution of **press releases**; assist in seeking earned media, placing op-eds, and reposting Libra content on other mediums.
- **Maintain Libra’s new website** (launching in early 2022), ensuring uninterrupted public access to accurate grants data; up-to-date information about Libra’s mission and approach; its team members; and Libra’s blog and thought-leadership pieces.
- Envision and create a **Libra stakeholder e-newsletter**; write original content and manage distribution through email marketing vendor.
- Partner and liaise **with Libra’s communications consultants** and relevant vendors.
- **Track philanthropy communications** through regular scans of nonprofit and philanthropy media, including Libra-specific mentions.
- **Learn Libra’s grantees and keep abreast of issues in Libra’s program areas**, noting newsworthy activities of grantee partners; identify and track opportunities for storytelling.

Internal Communications (30%)

- Manage and **track communications activities across the organization**; monitor and contribute to Libra's master event calendar of field and sector conferences and happenings.
- Collect data and **build out Libra's CRM / grants management system (GivingData)** with stakeholder contact information and histories, including media outlets.
- Provide research, writing, and editing **support for Libra team member** blog posts, articles, and presentations.
- Help ensure **team adoption of forthcoming brand style guide**, including use of templates and organization conventions.

Community Engagement/Events (30%)

- In collaboration with the Community Engagement Director, **curate a set of Libra House events** for grantees, funders, and artists to advance Libra's goals, anticipating event logistics and setting budgets.
- **Execute event communications** including attendee invitations, registrations, response collection, and post-event follow-up.
- **Manage event details**, including AV requirements, refreshments, and space set-up/break-down; serve as point of contact for vendor contracts and payments; organize staff to support event needs.
- Maintain space reservation system, and manage all communications, logistics, and day-of practical support for **grantee and partner use of Libra House for meetings**.

CORE QUALIFICATIONS AND COMPETENCIES

- Strong core communications skills including exceptional writing and editing abilities.
- Service orientation and the ability to anticipate and meet the needs of Libra community members.
- Strong project management skills, especially related to sourcing and managing the input of various voices during the editing process, and the ability to prioritize and handle a variety of projects simultaneously.
- High proficiency in Microsoft Office and Google Suite applications and third-party email clients; familiarity with Grants Management Systems (particularly GivingData) a plus
- Familiarity with WordPress; experience in Adobe Creative Suite a plus.
- 5 years of experience in a communications role, preferably at a nonprofit, foundation, or other philanthropic organization.
- Proven commitment to social justice - experience in one or more of Libra's three program priorities a plus.
- Rigorous and thoughtful approach to long-term communications planning.
- Proactive, self-motivated work style with strong planning and execution skills and stellar attention to detail.
- Experience and comfort working collaboratively with people from diverse backgrounds.

ADDITIONAL ATTRIBUTES

Successful candidates must also exemplify the following:

- High EQ: open-minded listener and thought partner with high emotional intelligence.
- No ego: humble, service-oriented leader who treats fellow team members and grantee partners with kindness and respect.
- Strong collaborative spirit: delights in the process of working in partnership with others to author and edit powerful pieces meant to shift the practices and behaviors of our sector and to produce and host events that build community.
- Flexibility and positivity: comfortable wearing multiple hats, has demonstrated a work style that is adaptable with a positive attitude that contributes to a healthy, vibrant team dynamic.
- Impeccable integrity and judgment: models ethics and trustworthiness in all actions.
- Courage: pushes the team and field in ways that help reimagine philanthropy.

POSITION DETAILS, COMPENSATION, AND BENEFITS

This is a full-time position based at The Libra Foundation's office in The Presidio in San Francisco, California. The Libra Foundation provides a comprehensive benefits package, including medical, dental, and vision coverage (with 100% of the premium covered by the employer), a 401k retirement plan, paid time off, a transit subsidy, and an annual professional development budget.

The salary range is \$110,000 - \$130,000, commensurate with experience. The Libra Foundation is committed to creating a dynamic, diverse working environment, and is an equal opportunity employer. We welcome applications from all, and strongly encourage women, people of color, people with disabilities, immigrants, refugees, and LGBTQ people to apply.

HOW TO APPLY

The Libra Foundation is partnering with [Walker and Associates Consulting](#) – a Black woman owned and -led strategic management consulting and search firm – for recruitment. To apply, email a single PDF file containing a cover letter, resume and list of three references (candidates will be notified in advance of any outreach to your references) to libra@walkeraac.com on or before 5:00 p.m. on October 22, 2021. Use the subject line: Communications and Engagement Manager. Resume review begins immediately.

Questions or Nominations? Contact Jeannine N. Walker, President and CEO, at jwalker@walkeraac.com.

The Libra Foundation is an “at-will” and equal opportunity employer committed to human rights and supporting a peaceful, just, and equitable society for all. Individuals of all races, religions, national origins, ethnicities, ages, mental or physical disabilities, sexual orientation, gender (including pregnancy and gender expression) identities, marital status, veteran status, medical conditions, formerly incarcerated people, or any other classification protected by federal, state, or local law or ordinance, are welcome to apply.