

Communications Officer
Gordon and Betty Moore Foundation
Palo Alto, California

Established in September 2000, the Gordon and Betty Moore Foundation seeks to advance environmental conservation, scientific research and patient care. The Moore Foundation is among the 10 largest foundations in the US and one of the largest private funders of environmental conservation and science in the world.

The Moore Foundation is devoted to the inspirational vision articulated by our founders: “creating positive outcomes for future generations.” This vision guides our mission: to achieve significant, lasting, and measurable results in environmental conservation, patient care and science—globally and in the San Francisco Bay Area. A set of core values—impact, integrity, disciplined approach, and collaboration—directs our work.

The Moore Foundation carries out its work through the following frameworks:

- **Programs:** This is the enduring management unit designed to achieve transformational change in a selected field of interest through a portfolio of integrated interventions (initiatives, commitments, grants and other strategic actions).
- **Initiatives:** Initiatives are built around well-developed strategies for concentrated investments, focused on the long-term and achieving significant impact. Initiatives are characterized by a portfolio approach to grantmaking, and other engagements of the Moore Foundation, to pursue ambitious, large-scale outcomes.
- **Program grants:** The Moore Foundation funds experimentation, focused innovation and agile response to time-sensitive, high-impact opportunities in its areas of focus.

Gordon and Betty Moore Foundation

- Headquartered in Palo Alto, CA
- Over \$5 billion in assets
- Annual Foundation budget of ~\$250 million
- ~80 employees
- Three program areas
 - Environmental Conservation
 - Patient Care
 - Science

A San Francisco Bay Area Portfolio that focuses on these same issues locally

For more information, please visit www.moore.org.

Communications Department

The Communications Department supports the mission of the Moore Foundation by giving voice to the work of program staff members and grantees and fostering additional opportunities to create meaningful change. The department will include four full-time staff members.

The Positions

The Foundation plans to hire two communications officers: one to provide communications advice and support to the Environmental Conservation Program and one to provide advice and support to its new Patient Care Program.

Key Responsibilities

The communications officers will:

- Provide communications advice and support to either the Environmental Conservation Program or Patient Care Program team
- Demonstrate thought leadership in communications strategy and delivery
- Function as an expert team member who is flexible, responsive and a champion of public-interest communications
- Develop or update the overall program narrative and prepare talking points, FAQs and other written materials based on that narrative
- Offer program strategy support and other planning
- Develop strategies for public interest campaigns, audience engagement and training/capacity building
- Deliver training, coaching and other capacity-building support for staff and grantees
- Develop/guide the development of special events, toolkits, visual or written content and other materials
- Participate in program team meetings, develop related content, support communications work with program grantees and prioritize opportunities
- Identify when the program needs additional communications support, whether from additional internal staff, contractors or other partners
- Support work for the overall Foundation brand and the communications plan that brings that to life
- Provide specific support for either internal communications efforts or social media strategies for the Foundation overall

Experience and Education

The candidate will have:

- A bachelor's degree in journalism, public relations, political science or a related field of study
- At least eight years of experience with public-interest communications, including brand and communications planning, message development, speech writing/presentation development, training/facilitation, media relations, social media, event planning and other communications abilities
- Understanding of internal and external communications work
- Deep experience with environmental or health care issues
- Proven research skills
- Demonstrated writing skills
- Ability to use Word, PowerPoint, Excel and other such software
- Understanding of communications industry and evolving trends
- Demonstrated experience using communications for the public interest

Competencies and Attributes

The ideal candidate also will have:

Writing skills to employ in:

- Communications plans and messages
- Presentations and speeches
- Collateral materials, including reports, brochures or backgrounder documents
- News media materials, including advisories, releases and supporting documents
- Social media platforms
- Internal communications, including messages and basic office correspondence
- Excellent presentation and facilitation skills
- Project management background including:
 - Workplan development and tracking

- Task and team-member management

- Problem-solving skills and solutions orientation
- Customer service competencies, including:
 - Highly developed listening skills
 - Responsiveness
 - Supportive work

- A focus on quality deliverables
- Proofreading/copyediting skills
- Timely work effort
- Demonstrated ability to work well in diverse teams
- Respect for confidentiality
- A collaborative, enthusiastic, proactive and adaptable nature

Compensation and Benefits

Compensation includes a competitive base salary and an excellent package of health, retirement savings and other benefits.

Application Instructions

Interested applicants should send a cover letter and resume by email to: jobs@moore.org. Please include *Communications Officer* in the subject line.

The Gordon and Betty Moore Foundation is an equal opportunity employer. All correspondence will remain confidential.

Find out more by visiting the organization's web site»

Job Type: Communications
Organization Type: Foundations