

Job Announcement

Job Title	Special Projects and Communications Assistant
Department	Special Initiatives
Reports to	Special Projects Program Officer
Location	NY
Status	Full-Time
FLSA Status (OT eligibility)	Exempt

JOB SUMMARY

The Special Projects and Communications Assistant (SPCA) reports to the Special Projects Program Officer (SPPO) and supports Wellspring's Special Initiatives' grantmaking portfolio and communications functions. The SPCA will help with the planning, development, and implementation of communications vehicles to share our work with internal and relevant external audiences. The SPCA will work closely with several departments, including IT, Learning & Evaluation, among others.

KEY RESPONSIBILITIES

- Communications
 - Provide administrative, editorial support for the design and development of the annual report and monthly and quarterly e-newsletter.
 - Update and maintain Wellspring's website and selected intranet sections.
 - Assist IT with reporting and monitoring of website traffic using Google Analytics.
 - Support the SPPO in overseeing compliance of the Anonymity/Communications protocols.
 - Design presentation slides, including by incorporating new tools and graphics to improve presentations.
 - Design internal communication materials, including production of print materials as needed.
 - Maintain inventory of communications supplies; facilitate ordering and distribution as needed.
 - Participate in client presentations when appropriate.
 - Develop and apply consistent branding and styling across a range of communications products.
- Administrative/Programmatic/Grants Management
 - Assist the SPPO with tasks such as taking notes, coordinating meetings, workshops and convenings; making travel and other logistical arrangements; and taking on other tasks as needed.
 - Coordinate the Special Initiatives grant portfolios as needed.
 - Assisting the SPPO with drafting of summaries of grant proposals, conducting due diligence and writing analysis as needed; tracking grantee work and outcomes, reviewing grant reports, participating in meetings with grantees, and reading and tracking news and research that relates to the work.

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- Research
 - Conduct research as needed, and write donor-education materials and other materials for internal Wellspring use, such as client presentations, staff meeting presentations, work plans, etc.
 - Collect, curate and edit programmatic and field-related news for in-house communications.
- External representation
 - Coordinate calls and meetings and assist with the development of materials for funder education efforts, such as for conferences, affinity groups and donor collaborative funds.
 - Represent Wellspring at conferences or other relevant meetings.
 - Participate with other departments' staff on internal Wellspring committees/working groups outside.
- Other responsibilities, as requested.

KNOWLEDGE AND SKILL REQUIREMENTS/QUALIFICATIONS

- Bachelor's degree or equivalent experience in communications, journalism, or related field preferred.
- Some work experience demonstrating a familiarity with, and/or commitment to social-justice.
- Minimum 1–2 years of experience in a professional (communications experience highly preferred).
- Excellent English language writing, synthesizing, editing and proofreading skills.
- Exceptional judgment and ability to handle confidential information with complete discretion.
- Comfortable working at a fast pace environment, independently and as part of a team.
- Ability to meet deadlines, adjust to unexpected tasks, and to work extra hours as schedules may require.
- High attention to detail and strong project management skills.
- Advanced knowledge of MS Office and Adobe Creative Suite.

PREFERRED QUALIFICATIONS

- Experience in a nonprofit grantmaking, advocacy or social-justice environment.
- Knowledge of online email-marketing software (i.e., MailChimp, Constant Contact) and SharePoint.
- Experience with managing a website CMS such as WordPress or Drupal desired.
- Graphic design, video production/editing experience, and knowledge of Google Analytics.
- Understanding of HTML and CSS.
- Knowledge of data visualization tools such as R and Tableau a plus.
- Proficiency in Spanish a plus.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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SALARY AND BENEFITS

Salary range: \$50,000 - \$55,000 based on experience. Wellspring offers a very generous benefits package including payment of 100% of the health insurance premiums for employees (and 80% of the premiums for spouses, domestic partners and qualified family members). Wellspring also offers other benefits including life insurance, long-term disability protection, a group 401(k) retirement plan (with an employer match), support for continuing education, and is committed to providing transgender-inclusive healthcare.

ABOUT WELLSPRING

Established in 2001, Wellspring is a private philanthropic consulting firm that coordinates grantmaking programs that advance the realization of human rights and social and economic justice for all people. Wellspring has offices in New York, NY, and Washington, DC.

Wellspring's work is rooted in respect for the dignity and worth of every human being and is informed by the following beliefs:

- Social institutions and structures should promote the full realization of human rights and human potential, and should be accountable to these ends.
- The rights of all people are advanced when the rights of the most marginalized and vulnerable peoples are protected.
- Social justice movements should employ means that are consistent with their ideals, and should give agency to the people whose interests they seek to advance.
- As responsible stewards, we must strive to maximize the impact of our charitable investments.

The firm's services include: working with donors to develop, implement and administer giving programs that meet their philanthropic goals; conducting research and education tailored to the interests of our donors; managing programs, administering grants and monitoring grantee performance; and working to promote the effectiveness of programs that receive donor funding.

Wellspring Advisors, LLC, hires, promotes and retains employees based on their professional qualifications, demonstrated abilities and work performance, as well as on the degree to which these qualities are required in the employment positions made available by the Firm's service needs and business requirements. Wellspring welcomes individuals with diverse experience and backgrounds.

All personnel decisions, including but not limited to recruitment, hiring, compensation, assignment, training, promotion, discipline and discharge, are made without discrimination based on race, color, religion, national origin, citizenship, ancestry, age, disability, gender identity or expression, genetic predisposition or carrier status, marital or familial status, domestic partner status, veteran or military status, sex, sexual orientation or any other characteristic protected by federal, state, or local law (each a "protected characteristic"). This policy also bans discriminatory harassment. Qualified candidates for employment having records of arrest or criminal conviction will be considered.

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HOW TO APPLY:

For employment consideration, please submit application to jobs@wellspringadvisors.com. Subject Line: “[Your name] — Special Projects & Communications Assistant.” All applications must include:

- a résumé;
- a thoughtful cover letter, including how you became aware of this opportunity (i.e., *job portal, referral, etc.*);
- salary requirements (must specify actual amount or range); and
- one writing sample (no less than 3 and no more than 5 pages, attached in PDF format).
- one Adobe InDesign document sample (indd file)

The application deadline is: Friday April 7th, 2017.