



Position: Communications and Events Associate

Location: Hybrid - Remote and Newark, NJ

Date: October 2023

About Us

The Geraldine R. Dodge Foundation is an organization in transformation. Six years ago, the Foundation set a course to achieve our vision of a more equitable New Jersey. Over the last three years, we have accelerated this commitment and further refined our vision and strategic direction to center racial equity and justice, where people of all races and communities have equitable access to opportunities and can thrive and achieve their full potential.

We have a long history of resourcing efforts to promote the well-being of people across New Jersey. In our grantmaking, we prioritize networks, movements, organizations, and leaders closest to the harms of and solutions to inequity and injustice, focusing on those historically excluded from investment and opportunity. In doing so, we are moving critical resources to changemakers, communities, and movements in ways that enable them to accelerate, deepen, and advance their work on their own terms.

Our board and staff are energized by our new resourcing strategies that address the root causes—and repair—of structural racism and inequity in New Jersey and that center communities of color.

- In 2021, we launched the first round of *Imagine a New Way* grants to organizations advocating for just systems and tackling barriers to equity in New Jersey.
- In January 2022, we introduced our inaugural *Momentum Fund* cohort—ten organizations selected by a panel of community leaders employing diverse strategies to address root causes of structural racism across the state.
- In January 2023, we launched new *Program Priorities* that will guide the majority of our funding decisions going forward.

For more information on Geraldine R. Dodge Foundation, please visit the organization's [website](#). The [Strategic Direction](#) and [President's Messages](#) include additional details about the Foundation's transformation.

The Opportunity

The Geraldine R. Dodge Foundation is looking for a dynamic and detail-oriented individual to join our team as the Communications and Events Associate, reporting to the Director of Communications. In this role, the individual will play a critical role in amplifying our mission, engaging with our grantees, and managing our various communications channels and events. This is a great opportunity for someone passionate about philanthropy and looking to make a positive impact in the community. A successful Communications and Events Associate will work collaboratively with Foundation team members and manage multiple projects at the same time.

The Associate will be joining the Foundation at an exciting moment in our transformation as we reimagine both what we fund and how we engage. This is a “build moment” for the Foundation. We are working to transform our grantmaking, partnerships, and internal operations to center racial equity and justice and ensure that these values and capabilities are central to all that we are and all that we do.

Essential Responsibilities

The specific duties and responsibilities of this position include, but are not limited to, the following areas:

Social Media Management:

- Manage all organizational social media accounts (LinkedIn, Facebook, Instagram, Twitter/X, YouTube).
- Plan, schedule, and curate engaging content in alignment with the Foundation's objectives.
- Monitor and track social media metrics and provide regular insights/reports.

External Communications:

- Assist with communications between the Foundation and grantees, particularly around event and application announcements, ensuring clarity and consistency.
- Assist with outreach to potential and new grantees including sharing open call or application information during key moments of the year.
- Assist with external speaking engagements, creating event briefs, assisting with talking points, and scheduling prep meetings.
- Assist with all email communications through our email marketing platform.
- Segment email lists, track open rates, and ensure effective and targeted messaging.
- Implement updates to the grdodge.org website as assigned.

Writing and Content Creation:

- Draft content that highlights the exceptional work of our grantees.
- Coordinate with grantees for stories, photographs, and testimonials.

Event Communications and Logistics:

- Manage Foundation-wide event logistics and liaise with external vendors (catering, venues, AV) before, during, and after events.
- Oversee communications related to internal and external events, including but not limited to invitations, RSVPs, reminders, and post-event thank you messages.
- Collaborate across teams to ensure consistent messaging and branding.
- Coordinate and manage webinars to communicate with and engage grantees and other stakeholders.
- Handle technical aspects, promote attendance, and collect feedback for continuous improvement.

Design, Collateral, and Photo Management:

- Maintain and organize a photo library for the website and other collateral.
- Ensure all images have appropriate permissions and credits and are easily accessible for team members.
- Liaise with designers and printers as needed for collateral and/or swag.
- Maintain inventory levels of the Foundation's print and collateral.

Key Qualifications

- A minimum of four to six years of related professional experience

Competencies

- **Mission Oriented:** Demonstrates a passion for the Foundation's mission and a commitment to advancing racial equity and justice in New Jersey
- **Strategic and Entrepreneurial Mindset:** Self-motivated and able to take initiative
- **Relationship Builder and Strategic Communicator:** Experience in building strong, collegial, and collaborative relationships with diverse constituencies and a demonstrated ability to ensure timely, professional, and empathic communication habits
- **Continuous Learner:** Routinely engages in professional learning, growth, and activities that demonstrate a dedication to commonly held values and behaviors (i.e., commitment beyond self, openness and honesty, etc.)

- **Technically Skilled:** Able to manage communications and social media tools (eg. Hootsuite), meeting facilitation tools (eg. Zoom webinars), and demonstrate proficiency in common tools like Microsoft Office Suite. Design and video editing experience and skills are a plus.
- **Other:** Available and willing to travel throughout the state of NJ as needed for meetings and convenings

Compensation & Benefits

The starting salary range for the Communications and Events Associate position is \$60,000-\$75,000 commensurate with experience. The Foundation also offers a full and competitive benefits package that includes, full medical and dental insurance, generous retirement contributions, paid medical and parental leave programs, professional development, cell phone reimbursement, and 20 days of vacation for full-time employees.

To Apply

Please submit your cover letter and resume to jobs@grdodge.org. Your cover letter should outline your interest in the role and how you feel your experience is a match. We will accept applications on a rolling basis until filled.

The Geraldine R. Dodge Foundation values a diverse workforce and an inclusive culture. We employ qualified people without regard to race; color; religion; sex; national origin; age; ancestry; disability; sexual orientation; pregnancy or breastfeeding; veteran or military status; marital status; civil union or domestic partnership status; arrest record; citizenship; credit history; genetic information; gender identity or expression; status as a victim of domestic violence, sexual violence, or stalking; or any other characteristic protected under federal or state law.