



NINA MASON PULLIAM
CHARITABLE TRUST

Building a Legacy of Community
Grantmaking since 1998

POSITION DESCRIPTION

Position Title: Manager of Communications and External Relations

Department: Communications

Reports To: President and CEO

FLSA Status: Exempt

The Organization

The Nina Mason Pulliam Charitable Trust (ninapulliamtrust.org) was established upon the death of Nina Mason Pulliam in 1997 to support for 50 years the causes she loved in her home states of Arizona and Indiana.

The Nina Mason Pulliam Charitable Trust seeks through grantmaking to help people in need; protect animals and nature; and enrich community life primarily in metropolitan Phoenix and Indianapolis.

The Trust derives its income from its endowment, which has a current market value of approximately \$360 million. Since 1998, it has awarded more than \$269 million in grants. The Trust maintains offices in Indianapolis, Indiana, and Phoenix, Arizona. The Manager of Communications and External Relations position may reside in either the Indianapolis or Phoenix office.

General Statement of Duties

Under the supervision of the president and CEO, this position is responsible for managing internal and external communications for the Nina Mason Pulliam Charitable Trust. The position helps ensure consistent and effective communication of the Trust's mission to various audiences. The Manager provides the Trust with in-house expertise in writing, media relations, community relations and special events management. In addition to the usual communications responsibilities, the position will play a large role in helping the Trust develop and articulate its programs and provide opportunities for grantees to convene around community concerns and common interests.

Essential Duties and Responsibilities

- Directs strategy development, annual planning, program execution and budgeting of the Trust's communications program.
- Develops and maintains all communication vehicles and channels, including web, email, social media, print and electronic media. Manages relationships with graphic design vendors.
- Establishes ongoing relationships with media in Indiana and Arizona, including print, broadcast and electronic. Writes and disseminates Trust press releases and assists grantees in announcing Trust grants.
- Develops and oversees the communication and external relations plan commemorating the Trust's 20th anniversary in 2018.
- Serves as brand champion, ensuring that the Trust's principals, tone/personality and image are consistently and relevantly communicated throughout the organization, among nonprofit partners and with the broader community.
- Develops collaborative relationships with potential partners, including nonprofits, media entities, community stakeholders and foundations to further shared interests in promoting Trust initiatives and programs.
- Prepares speaking remarks for Trustees and CEO and provides guidance to other senior staff as needed.
- Develops and manages special events, with staff support, in Phoenix and Indianapolis, including the annual Nina Mason Pulliam Legacy Scholars' luncheons and the convening of grantees and community experts around issues of common concern.
- Makes presentations to and leads discussions with the Trustees and senior staff on communications strategy.
- Serves as the primary resource for communicating learnings from existing research reports and local and national data collection sites to inform the goals and strategies of the Trust.

Minimum Qualifications and Skills

- Bachelor's degree in a related field.
- Five to eight years experience in a leadership position in communications dealing with multiple constituencies.

- Strategic and creative thinking of how communication tools and convening opportunities can enhance the mission and objectives of the Trust and its nonprofit partners.
- Outstanding oral and written communication skills and media experience. Mastery of Associated Press writing style.
- Outstanding skills in creating and making formal presentations.
- Ability to work effectively in a team environment with shared roles and responsibilities and to develop effective and collegial relationships with staff in both Trust office locations.
- Ability to work effectively on diverse projects simultaneously and to relate effectively to a variety of audiences, including nonprofit, philanthropic, government and private sectors.
- Demonstrated knowledge of philanthropy and the nonprofit organization sector a plus.
- Proficient in MS Office applications and demonstrated skills in Adobe Creative Suite products.

Working conditions

Based in either Phoenix or Indianapolis with frequent travel required to the other office. Local travel required within both cities to meet with grantees, other funders, media, etc. Some travel to professional conferences.

Compensation

Compensation is commensurate with background and experience. The Trust offers an excellent benefits package, including medical / dental insurance, a 401(k) plan with match, ample vacation and holidays.

To apply

Submit resume and cover letter to Rosanne Bradley, 135 N. Pennsylvania Street, Suite 1200, Indianapolis, IN 46204, rbradley@nmpct.org.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.