



Position: Communications Fellow (2-Year Fellowship)
Location: Detroit, MI

Position Summary

The Communications Fellowship will engage an emerging leader with a unique opportunity to make meaningful contributions to Michigan philanthropy and the larger philanthropic community. The Communications Fellow will support The Skillman Foundation and Council of Michigan Foundations (CMF) in implementing communication strategies to help advance the missions of both organizations.

What You'll Do

- Write and edit articles, blogs, web content, event summaries and other materials.
- Support the development and production of multimedia projects, including web-based videos.
- Design support for one pagers, social media, marketing materials, etc., using Canva.
- Conduct research in communications best practices (i.e., landscape scans) to help inform and enhance communications strategies.
- Manage multiple social media accounts: create engaging text, image and video content; stay on top of current trends and changes; facilitate online conversations; and track metrics and develop strategies accordingly. (SK: Facebook, LinkedIn, X/Twitter)
- Copyedit board materials, grantmaking documents, and other internal and external materials.
- Contribute to communications research projects for communications optimization and infusion of best practices.
- Produce e-newsletters, including managing and growing subscriber lists.
- Photograph events and people as needed.
- Support media relations, developing press releases and executing press follow up.
- Support narrative and media grantmaking.

Opportunities

- Contribute to meaningful change with a focus on racial equity.
- Hands-on experience in storytelling, internal and external communications, and media and narrative grantmaking.
- Exposure to a dynamic philanthropic environment.
- Networking opportunities in the sector.
- To interact with staff and grant partners in Southeast Michigan.
- Participation in monthly learning sessions with other fellows.
- Attend local and national stakeholder meetings and conferences as staff with staff responsibilities, but also to learn and participate.
- Will leave with one or more signature projects they can point to as a body of work they have accomplished.

What You'll Need

We value knowledge from experience and education. Candidates who exhibit a strong commitment to advancing social change and racial equity through communications and storytelling; serious interest in the nonprofit and philanthropic sector; and the following:

Minimum Qualifications

Five years of full-time professional experience in communications, media production, journalism, marketing, advertising, or public relations with a focus on narrative change or social change.

-OR-

An advanced degree in a relevant field and a year of full-time professional experience in communications, media production, journalism, marketing, advertising, or public relations with a focus on narrative change or social change.

Desired Skills

A successful candidate will demonstrate:

- Experience engaging with diverse communities.
- Skills and experience: Exceptional written and verbal communication skills; project management; multimedia creation including familiarity with videography, photography, and graphic design; social media content creation.
- Characteristics: Detail-oriented; quick learner; self-starter; creative problem solver; flexible; well-organized; able to prioritize and manage multiple projects; committed to meeting deadlines and goals.
- Abilities: Works well independently as well as within a team; works well with a variety of personality types.
- Willingness to travel within the state and nationally to attend meetings and conferences.
- Proficiency in Microsoft PowerPoint, Word, Excel, Outlook, as well as Canva and Adobe Photoshop.

Physical and Mental Activities and Requirements:

- While performing the duties of the job, the employee is regularly required to talk and hear. The employee is frequently required to sit and use hands to finger, handle or feel to perform the duties. The employee is frequently required to stand and walk around to perform the duties. The employee is occasionally required to stoop, kneel, or crouch. The employee may occasionally lift and/or move up to 50 lbs.
- The employee may operate any or all of the following: telephone, cellular telephone, copy and fax machine, imaging equipment, computer, and printer.
- This position may require travel by automobile and airplane.
- The employee must be able to read and interpret documents, understand/follow complex written and oral instructions, be able to express themselves clearly/concisely, perform mathematical functions and handle multiple, concurrent tasks.
- This position requires regular and predictable attendance.

What Else You Should Know

This is a hybrid position. The Communications Fellow will work on-site at The Skillman Foundation at least two days a week and will be invited to work from home (or a remote location of their choice) the remainder of the week. There will be select (limited) in-person events the Fellow will be required to attend.

We value our people. In honoring a healthy workplace that offers competitive salaries, excellent benefits and a supportive working environment, for this position, the salary is \$62,000. Benefits include health, dental and vision insurance, participation in a 403b plan with employer contribution and a contribution match, life insurance, short and long-term disability insurance, paid time off, technology reimbursement, a generous holiday schedule as well as opportunities for professional development.

CMF is committed to advancing diversity, equity, and inclusion, both through our work and within our workforce. We believe that celebrating and actively welcoming diverse voices and perspectives is essential to moving our work forward.

CMF is proud to be an Equal Opportunity Employer. Women, people of color, Indigenous people, LGBTQ individuals, veterans, people experiencing disabilities, and members of other underrepresented groups are strongly encouraged to apply.

Application Process:

To be considered for this position, please send the following two items to jobs@michiganfoundations.org by Friday, November 3, 2023.

- A thoughtful cover letter that explains your interest in the role and our organization, how you qualify, and when you would be available to start.
- A resume.

About the Council of Michigan Foundations:

The Council of Michigan Foundations seeks a dynamic and engaged individual to help us advance our mission to lead, strengthen and support Michigan's community!

CMF's work focuses on emboldening and equipping Michigan philanthropy in the relentless pursuit of equitable systems, fortifying the field through public policy action, fostering the growth of current and future philanthropy leaders, and advancing exemplary philanthropic practices and field expertise. Equity is a pillar of our work, and equity is embedded across our priority pillars of policy, practice, and people.

CMF is a leadership organization driven by our values and the power of people, equipped with deep sector expertise and the ability to anticipate and adapt, to changing environments with a clear commitment to equity-centered approaches for continuous improvement.

Read more about us at: www.michiganfoundations.org

Follow us on social media @michfoundations.

The Skillman Foundation is a grantmaking organization established in 1960. It has granted out more than \$750 million and has served as a vocal advocate to strengthen K-12 education, afterschool programming, child-centered neighborhoods, youth and community leadership, and racial equity and justice. It is in the process of developing a new strategic framework, co-designed with Detroit youth and their champions, to support Detroit youth and their advocates to transform the education system to meet the needs and aspirations of students.

More information about The Skillman Foundation at: www.skillman.org

Thank you in advance for your submission. Due to the high volume of applicants, we can respond only to those who best match our needs. All correspondence will remain confidential.