



Director of Communications

Secure World Foundation, a 501(c)3 non-profit operating foundation, is seeking a full-time Director of Communications to develop, manage, and execute the Foundation's strategies for communications.

As the only organization devoted entirely to space sustainability, the Secure World Foundation strives to be a trusted and objective source of thought leadership and information on space security, sustainability, and the use of space for benefits on Earth. We use a global and pragmatic lens to study and evaluate proposed solutions to improve the governance of outer space. While recognizing the complexities of the international political environment, SWF works to encourage and build relationships with all willing stakeholders in space activities, including government, commercial, military, civil society, and academic actors. Central to this approach is increasing knowledge about the space environment and the need to maintain its stability, promoting international cooperation and dialogue, and helping all space actors realize the benefits that space technologies and capabilities can provide.

Summary

Reporting to the Executive Director and working with the Operations Director, the Director of Program Planning and program managers, the Director of Communications will develop, manage, and execute the Foundation's strategies for external communications. In carrying out this role, the incumbent will both support and be supported by other SWF staff, as appropriate.

The successful candidate must be authorized to work in the United States and will be based in our Broomfield, Colorado office. This position is a hybrid of in-office and remote work. The successful candidate will be able and willing to complete the responsibilities attached to this position.

Responsibilities

The primary responsibilities of the Director of Communications are to coordinate and manage the Foundation's external communications. These responsibilities are described in more detail below:

Coordinate and manage SWF external communications

- Develop and implement, in collaboration with SWF staff, an SWF organizational communications policy and strategy.
- Liaise with external service providers (e.g., publication layout, graphic design, etc.) and partners as the custodian of the SWF brand to ensure consistency of SWF branding across all SWF platforms, communication channels and products.
- Provide communications support for SWF program activities, including promotion of events, development of event announcements, banners, and other supporting graphics.
- In conjunction with SWF program managers, develop and implement social media campaigns for SWF program activities.
- Manage SWF's day-to-day social media activities and its online profiles on Twitter and LinkedIn.

- Promote SWF publications and staff activities across multiple media platforms.
- Develop templates for SWF publications and other products.
- Provide support for the layout and production of SWF reports, podcasts, videos and other SWF resources.
- Build and sustain good working relations with the news media and manage day-to-day media interactions, such as responding to press enquiries or passing on to other SWF staff for response, as may be appropriate.
- Manage the compilation and production of the SWF monthly newsletter.
- Oversee the day-to-day updating and maintenance of the SWF website.
- Identify an external contractor for redevelopment of the SWF website in consultation with SWF staff and oversee the project to meet contemporary standards of information provision and impact.
- Develop and implement methods, together with the rest of the SWF staff, to track the impact/reach of SWF external communications.
- Lead the data collection, compilation, design, and publication of the SWF Annual Report and other SWF corporate publications.
- Monitor news media for mentions of SWF, document for metrics purposes, and raise to the attention of SWF management when a response may be required.
- Support the Executive Director in the compilation of documentation pertaining to communications for the SWF Board and SWF Advisory Committee.

General

The incumbent will be required to:

- Travel (local, regional, national and/or international) as needed to attend and report on SWF events and to meet with SWF staff in our Washington, DC office.
- Maintain knowledge of the substantive areas of SWF's projects and activities.
- Perform other duties as may be required by the Executive Director.

Though not primarily responsible for any of the SWF program areas, the Director of Communications may also be required to support the planning and/or implementation of communications aspects of projects led by other SWF staff from time to time.

Experience, Qualifications and Skills

- Preferably 10 years of related experience working in a small, fast-paced organization on their communications, preferably in a field within the scope of SWF's activities. The applicant should also have experience in strategic communication to create and distribute messaging across different platforms that may be different in style and purpose, but is coherent, in alignment with the organization's strategic objectives, and reinforces the organizational message and brand. Experience working on communications issues in one of SWF's focus areas would be a plus. Space or science and technology communications experience would be a plus.
- The minimum academic qualification for this position is a degree in communications / journalism / marketing. For candidates with fewer than 10 years of work experience, an advanced degree would be a plus.
- Demonstrated expertise in the development and implementation of an organizational communications strategy and in the planning and execution of communications campaigns.
- A demonstrated track record of placing media pieces in high-impact publications, either through personal writing or through placing of work written by others.

- Excellent oral and written communication skills.
- Demonstrated ability to communicate authentically, passionately, and knowledgeably with external project participants, frontline staff, organizational executives, policy makers, and other external stakeholders, and to facilitate conversations.
- Strong interpersonal skills and experience working as a member of a diverse, geographically scattered team.
- Familiarity with the full range of communications skills and capacities sufficient to commission and oversee work by external service providers.
- Proficiency in general computer skills and experience with electronic collaboration tools.
- Familiarity and comfort with document layout and design, creation and/or manipulation of graphics, web design, web content development, and social media campaigns.
- Proficiency with communications and design software, such as: Hootsuite/ Buffer, Wordpress, Squarespace, Umbraco, and Adobe Creative Suite, especially InDesign.
- Professional experience of living and working in more than one culture is a plus.
- Ability to perform professionally in English is an essential requirement and fluency in one or more other languages may be a plus.

Competencies

- Ability to develop clear goals consistent with organizational policies and strategies
- Ability to prioritize tasks and to respond to opportunities quickly and efficiently
- Ability to work independently with minimal supervision
- Ability to work in complex and ambiguous situations
- Ability to think creatively and function pragmatically
- Ability to foresee risks and allow for contingencies when planning
- Ability to monitor and adjust plans and actions as necessary
- Ability to listen to others, correctly interpret messages and respond appropriately
- Ability to tailor language, tone, style, and format to match the audience
- Ability to work collaboratively with colleagues across multiple projects to achieve organizational goals
- Ability to take ownership of all assigned responsibilities and to honor commitments to deliver outputs for which one has responsibility to agreed time, cost and quality standards.

This is a full-time position. SWF is offering a salary in the range \$96,000 - \$116,000, depending on experience, plus benefits, depending on qualifications and experience. Candidates must be legally authorized to work in the United States on a full-time basis.

Benefits include: health/dental/vision/disability coverage, 401(k) plan with employer match, and paid holiday, vacation and sick time.

Qualified candidates, please send your resume and a cover letter highlighting your communications experience to jobs@swfound.org. Title the subject line of your email: *Director of Communications Application*. No phone calls, please.

The application process will remain open until 07:00 a.m. MST (UTC -7) on MONDAY, 28 NOVEMBER 2022. Interviews will be conducted in December with an anticipated start date in January 2023.

The Secure World Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, expression or identity, national origin, age, disability, or genetics. SWF is committed to promoting and supporting more diverse, inclusive, and equitable engagement in discussions on issues related to the secure, sustainable, and peaceful uses of outer space. We believe that we can harness the inspirational power of space to be as inclusive as possible in our workplace and in all our activities, to help create a more tolerant, more inclusive, and more humane society, right here on Earth. We know that bringing diverse voices to the table yields better solutions. Space offers us the opportunity to gather the best ideas in creating the systems that will help us keep space sustainable and of benefit to all humanity. As an organization, we plan to maintain and enhance evaluation and feedback mechanisms for continued improvement in this area.