



Director of Engagement & Communications

Job title	Director of Engagement & Communications
Status (exempt/nonexempt)	Exempt, Full-Time
Reports to	President
Supervisory responsibility	Contractors, Interns (as needed)
Salary range	\$155,000 - \$175,000
Location	Hybrid, up to 2 days in office/week
Travel	Optional, not required
Date Posted	08/01/2024

ABOUT THE MCGREGOR FUND

The McGregor Fund is a private grantmaking foundation established in 1925 by Tracy and Katherine McGregor to "relieve the misfortunes and promote the well being of humankind." With a deep commitment to racial and economic justice, the Fund focuses on addressing the needs of the most marginalized populations through grants and strategic initiatives in Detroit. Known for its collaborative approach, the Fund works closely with grant partners to support their visions and ambitions for a just and equitable Detroit. Annually, the McGregor Fund awards approximately 60 to 70 grants, maintaining an average of 120 active grant relationships. The organization's commitment to partnership and collaboration is reflected in our deep relationships with local organizations and our active contributions to creating a thriving social sector.

POSITION SUMMARY

This position serves a new and innovative role overseeing engagement and communications, joining the directors of Grant Development & Strategy and Learning & Reporting, on the McGregor Fund's highly collaborative, multi-skilled program team. The position will report to the President and regularly engage with Trustees, grant partners, foundation and communications peers, and the broader community. As the Fund's first full-time communications professional of our team of six, the position will take on all typical communications functions, leading efforts to craft and implement a communications strategy for external messaging, storytelling and rebranding, while supporting the organization and its leadership in all manner of communications tasks. Near-term, the position will work with Fund colleagues and the Board to develop a

language template to describe the Fund's commitment to racial and economic justice that will be used going forward in a restatement of the Fund's values, our evolving programmatic work, highlights of partner work, and other related Fund activities and investments.

In addition to fulfilling these functions, the position will get to know grant partners through a communications lens – their capacities, styles, and aspirations. Like their two program colleagues, this position will grow to become a resource and thought partner for individual partner organizations and their networks, in this case by helping to formulate and finetune communications strategy and determine steps and resources needed for building capacity. This position believes in the power of lived experience and individual and community narrative as drivers of social change. They approach their responsibilities with humility, an open mind and heart, with intellectual curiosity and a desire to learn, and with an eye to identify and challenge entrenched philanthropic norms, consistent with the Fund's culture.

Furthermore, this position will demonstrate the Fund's approach to supporting community leaders driving change towards racial justice, and how that differs from more traditional roles of philanthropy. As the first person in this position that seeks to strategically integrate communications across the Fund's work, the ability to remain flexible and responsive to an organization that is evolving based on what it learns is critical. A strong network of relationships in Detroit's social sector is preferred and local residence is required. The position is hybrid with time in office to be determined.

This position serves the following functions:

Engagement & Communications

- Develop communications plans, strategies, platforms, and budget.
- Identify and manage resources to implement plans, strategies, and platforms.
- Oversee the branding and marketing needs of the Fund, including development of collateral.
- Develop and maintain the content of the website, e-newsletters, annual (or biennial) reports, and social media.
- Oversee development of written press releases and other internal and external communications.
- Work as part of the program team to shape stakeholder engagement activities and ensure they are consistent with overall Fund strategic communications, messaging, and culture.
- Determine new ways of supporting and delivering value, in and through communications and storytelling, to grant partners' work.

- Support the President to effectively engage and staff the Board in strategic and cultural shifts needed to fulfill the Fund's commitment to anti-racism.
- Identify opportunities for Fund staff to exert leadership and influence outwardly and at times quietly in service to the Fund's mission, grant partners, and broader community.

Collaborative Design and Implementation

- Work collaboratively and iteratively with the Director of Grant Development & Strategy and Director of Learning & Reporting, developing continuous feedback loops between the three positions.
- Develop ideas and implement strategies, messaging, and other opportunities in communication and consultation with the Director of Grant Development & Strategy and the Director of Learning & Reporting.
- Contribute observations, ideas, insights to the program work on an on-going basis that advance the Fund's commitment to racial justice, learning and grantmaking.

Continuous Learning & Strategy

- Continuously learn from the other program directors, grant partners, and peers to shape the development of the Fund's communications and messaging.
- Identify communications opportunities that could amplify the Fund's learning and sharing.
- Evolve and adjust communications tactics, plans, engagement based on what the Fund is learning.

Strong candidates will possess:

- Commitment to racial justice as well as to the Fund's mission, core values, and statement against racism.
- Knowledge of Detroit's social sector and nontraditional media outlets, with a strong network of relationships preferred.
- Strong portfolio of writing, collateral, and other examples of past work.
- Undergraduate degree in English, journalism, or communications is desirable but not required.
- At least 7 years of progressive, relevant experience, some in (or supporting) the social sector. Senior/director level experience preferred.

- Superior written and oral communications and previous experience as a storyteller. (For example, as a journalist covering public issues with a proven track record of storytelling about civic engagement, with a PR agency, or as a prior communications director.)
- Ability to balance ongoing daily communications implementation and longer-term strategy.
- Experience developing communications platforms, plans, and strategies.
- Strong project management skills including experience managing resources for website, media and public relations, social media, branding and marketing, and/or events.
- Keen analytical mind, exceptional critical thinking and problem-solving skills.
- Excitement to collaboratively develop this new program staff position and incorporate a communications and storytelling component in real time within a dynamic, strategic program team.
- Maturity, flexibility, sensitivity, and ability to work with a broad array of organizations and individuals in a collegial and respectful manner.
- Outstanding integrity, judgment, initiative, motivation, interpersonal skills, and organizational ability.
- Ability to work effectively and efficiently with staff, trustees, colleagues and consultants, and adjust to changing priorities.
- Respect for cultural diversity and ability to effectively engage internally and externally in a culturally relevant and aligned manner.
- Highly effective at time management and prioritizing tasks supporting a variety of colleagues and partners while working in a hybrid environment.
- Participant in a small, highly motivated team of individuals who are not constrained by rigid job descriptions.
- Openness to remaining in the position for at least three years.
- Local residence required.

How to Apply

To apply for the Director of Engagement & Communications position, please submit a resume, cover letter, writing sample, and any other products that showcase your experience and skills in communication and storytelling. In your cover letter, explain your interest in the position and how your background aligns with a commitment to racial equity and justice. Additionally, describe how your experience in the social sector and community engagement have prepared you for this role. We encourage you to

explore our website, review our recent grantmaking, and familiarize yourself with our anti-racism commitment. Please submit all materials by September 6, 2024, via the Fund's website at mcgregorfund.org/careers/

Application Timeline

- August 1: Application period opens
- August 19: Informational Session video posted to McGregor Fund website
- September 6: Application period closes
- September 19: Candidate interviews begin
- October 1: Offer made to selected candidate
- October 16: Decision target date