

Open Position: Communications Officer

Alfred P. Sloan Foundation

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Reports to: Communications Director

Status: Full-time, exempt

ABOUT THE ORGANIZATION

The Alfred P. Sloan Foundation is a not-for-profit, mission-driven grantmaking institution dedicated to improving the welfare of all through the advancement of scientific knowledge. Established in 1934, the Foundation makes grants in four broad areas: direct support of research in science, technology, engineering, mathematics, and economics; initiatives to increase opportunity and access in scientific institutions and the science workforce; projects to develop or leverage technology to empower research; and efforts to enhance and deepen public engagement with science and scientists.

JOB SUMMARY

The Communications Officer reports directly to and works closely with the Communications Director to develop and implement communications strategies in furtherance of the Foundation's mission. The Communications Officer is primarily engaged in the day-to-day operations of the Foundation's communications function, which includes creating original content for the Foundation's website, publications, and social media channels; developing graphic, written, digital, policy and other resources for use by the Foundation; managing and updating internal Foundation communications resources; and responding to press and grantee requests. The position offers an excellent opportunity for an early-career communications professional to gain first-hand experience in all aspects of communications for a major grantmaking organization, as well as the chance to work in and learn about the world of science philanthropy.

RESPONSIBILITIES

- Work with the Communications Director to develop and implement annual strategic priorities and goals for the Communications Department.
- Manage the Foundation's publishing platform, impact.sloan.org, including researching and interviewing grantees, writing and commissioning articles, sourcing or producing graphics and images, and promoting and disseminating through the Foundation's media channels.

- Oversee production of the Foundation’s annual report, including assembling all digital assets and managing an external team of freelance writers, magazine designers, printers.
- Manage all public-facing content on the Foundation’s website and social media channels, engaging with followers and proactively monitoring mentions to identify communications opportunities.
- Coordinate outreach and public relations annually for an early career academic fellowship program, including liaising with fellows and their university press offices.
- Monitor media coverage of the Foundation, its Trustees, grantees, and grant-supported projects.
- Provide strategic communications guidance in support of open calls for funding (requests for proposals), email newsletters, and programmatic communications needs.
- Help proactively identify upcoming communications needs and project opportunities, providing follow-up support as required.
- Help with project management of communications projects, like website redesigns and upgrades.
- Work with grantees and affiliated foundations to coordinate media announcements, providing strategic communications guidance and resources in accordance with communications policies.
- Maintain media contact databases and other internal communications resources.
- Analyze social media and other communications data to evaluate and improve communications initiatives and strategies.

SUPERVISORY RESPONSIBILITIES

N/A

KNOWLEDGE AND SKILL REQUIREMENTS

- 2-4 years’ relevant work experience in a communications role.
- Bachelor’s degree or higher. Advanced degree in communications, science communication, or in one or more scientific disciplines preferred.
- Excellent writing, editing, and proofreading skills.
- Comfort writing for a general audience across a broad range of scientific and technical topics, including astronomy, economics, physics, energy and environmental issues, technology, and higher education.
- Ability to work respectfully and productively with scientists and academics.
- Strong organizational and project management skills, including excellent attention to detail.
- Experience and familiarity in social media management, including Twitter, Bluesky, and LinkedIn.
- Adaptability, with the ability to manage many projects and several priorities simultaneously.
- Ability to work cooperatively, enthusiastically, and productively in a small, two-person team.

- Familiarity with digital communications tools and platforms (e.g., Mailchimp, Google Analytics, Sprout).
- Familiarity with Canva, Adobe Creative Cloud, or other graphics design software.
- Ability to work proactively with minimal direct supervision.
- Interest in science philanthropy and in learning best practices in modern philanthropic communications.

WORK SCHEDULE & COMPENSATION

The Communications Officer will be expected to work in the Sloan offices in Rockefeller Center, NYC during normal work hours from Tuesday-Thursday and may work remotely on Mondays and Fridays, except when job commitments require presence in the office.

The Foundation offers a generous benefit package.

The salary range for this position is \$85,000 - \$95,000.

HOW TO APPLY

Interested candidates should submit a cover letter and resume to HR@sloan.org with “LAST NAME – Communications Officer” in the subject line.

Foundation strongly encourages applications from people of color, people from working class backgrounds, women and LGBTQ people, and members of other marginalized communities.