

the David &
Lucile Packard
FOUNDATION



Communications Officer

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The Organization

The David and Lucile Packard Foundation (the Foundation) is a family foundation guided by the enduring business philosophy and personal values of Lucile and David Packard, who helped found one of the world's leading technology companies. Their approach to business and community participation has guided the Foundation's philanthropy for more than 50 years. Today, their children and grandchildren continue to help guide the work of the Foundation with David and Lucile Packard's enduring core values: integrity, respect for all people, belief in individual leadership, commitment to effectiveness, and the capacity to think big.

The Foundation makes grants at the local, state, national, and international levels, supporting innovative nonprofits to create meaningful impact across the globe. It continues to work on the issues its founders cared about most:

- Improving the lives of children
- Enabling the creative pursuit of science
- Advancing reproductive health
- Conserving and restoring the earth's natural systems
- Supporting and strengthening our local communities

This year, the Foundation expects to make grantmaking awards of over \$300M. A staff of 125 conducts the Foundation's day-to-day operations and a Board of Trustees oversees its work.





The Communications Team

The communications team develops communications strategies that focus on the intentional use of grant funding and leverages the Foundation's voice and profile to increase program impact.

The Foundation developed a five-year framework to guide our strategic communications efforts. The framework includes three communications priorities to:

- Build grantees' communication capacity and amplify their voices to strengthen their collective impact
- Communicate with grantees and partners in a clear, consistent, and compelling way about the work and goals we collectively seek to achieve
- Selectively and intentionally use the Foundation's voice and profile when it may augment grantees' efforts and strengthen the fields in which we work

The Communications Officer Position

The Communications Officer proactively leads the development of communications strategies and initiatives within their assigned program areas. The Communications Officer will work within the Foundation's five-year strategic framework to build grantees' communication capacity, amplify their efforts, and strengthen their collective impact in the disciplines in which they work. Leveraging their understanding of the dynamic landscape of strategic communications, the Communications Officer will fearlessly create innovative campaigns to influence social change and inspire new audiences. They will also serve as both leader and coach to Foundation staff and executives as the Communications Team continues to reach its fullest potential. An adept teacher, influencer, and relationship builder, the Communications Officer will serve as an internal consultant who can prioritize, confidently make decisions, and move easily across program areas. The Communications Officer will complement a talented, cohesive, and collaborative team of six, led by a respected Communications Director who is on the executive team of the Foundation.





Key Responsibilities

Grantee and Program Support

- Provide communications support and counsel to guide program communications strategies that will advance programmatic goals
- Serve as the primary contact for communications support for an assigned program team(s) and their grantees
- Create high quality, compelling content for a variety of platforms and formats, including social media, presentations, interviews, documents, and reports that will inspire a range of target audiences
- Support grantee and program staff requests on how to communicate about the Foundation and provide general communications support as needed
- Monitor policy developments, news related to program areas, and developments in the philanthropic and nonprofit sectors
- Manage communications projects and other initiatives from beginning to end
- Identify and manage communications consultants, design firms, and other vendors, while working with the Communications Director and program staff to resourcefully oversee the communications budget

Foundation Support

- Ensure the Foundation's brand, identity, and values are consistently reflected in all external and internal communications, and adhere to established communications guidelines
- Provide strategic counsel, support, and training to the program and executive teams on communication activities such as social media, speaking engagements, and interviews with media
- Empower all staff with the skills and knowledge necessary to effectively steward the Foundation's brand and messaging
- Contribute to internal communications activities that facilitate the Foundation's ongoing engagement of employees
- Uphold the standards of the communications team by operating in a professional, responsive, and strategic manner
- Manage and take on communications projects and other initiatives as needed





Ideal Candidate

The Foundation seeks a communications professional driven by a desire to apply their highly-tuned professional communications skills in service to the issues the Foundation supports.

The ideal Communications Officer will be a proactive and patient partner, who can walk grantees and Foundation staff through possible communications strategies and craft persuasive content that shines a light on issues and the work of our grantees. Candidates should demonstrate a keen interest in and knowledge of current events, particularly in issues that the Foundation seeks to address. We seek candidates who can translate complex, technical, or scientific information and concepts into nuanced communication that connects people to an issue, policy, or action. Individuals should be intellectually curious and at ease working with subject matter experts and leaders across various fields.

Best suited to this role are individuals who offer their considerable expertise with a service mindset and a consultative approach. Candidates must have a respect for the diversity of the communities and grantees with whom we work, and can demonstrate strong interpersonal and collaboration skills to establish effective and respectful working relationships across the Foundation, with program teams, grantees, external consultants, the media, and other stakeholders.

Key functional skills we seek include:

- Media relations, media training, earned media, traditional and digital media strategy
- Highest level professional writing; able to create content for social media, write stories, press releases, and op-eds
- Fluency across communications platforms, formats, and tactics
- Demonstrated ability to synthesize and translate complex and/or scientific concepts and lexicon into clear, compelling content for non-technical audiences
- Adept at absorbing and understanding new subjects quickly
- Excellent time, project management, and prioritization ability

Important personal attributes for success include:

- Humility and a service orientation
- Flexibility to shift and pivot as needed
- High emotional intelligence, ability to read and navigate situations and diverse audiences with respect
- Resilience and optimism
- Discernment, excellent judgement





Qualifications

- Bachelor's degree or equivalent education and relevant work experience
- At least seven years of work experience in issue-related and social-change communication or a related field, such as public relations, media relations, public affairs, campaign or policy communications in government, a nonprofit, or a cause communications role in a company
- Knowledge and experience in one of Packard's issue areas, particularly the environment, would be an asset
- Knowledge of the philanthropy field is welcome, but not essential, although the expectation would be to develop expertise and knowledge of the sector
- Willingness to travel up to 10% of the time, understanding the Foundation's respect for work-life balance

Benefits and Compensation

The Foundation offers an excellent benefits package and a salary that is commensurate with related work experience. The position is located in downtown Los Altos, California., and is full-time and exempt.





To Be Considered

The David and Lucile Packard Foundation is an equal opportunity employer and welcomes a diverse candidate pool. The Foundation recognizes diversity as an asset essential to accomplishing its work and views diversity as encompassing differences in race and gender, as well as age, national origin, disability, sexual orientation, job skills, education, and geographic location.

To be considered, please visit candidateportal.waldronhr.com to submit your resume and cover letter expressing your passion for the mission and fit for the role.

The search for a Communications Officer for the Foundation is being assisted by a team from Waldron:

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Waldron is honored to work with The David and Lucile Packard Foundation in the search for a Communications Officer. The David and Lucile Packard Foundation does amazing work, and we are doing our best to recruit a talented team member who will accelerate this mission. As the consulting partner strategic leaders choose to help attract, engage, and inspire effective leaders, Waldron provides a unique combination of executive search, leadership development, and career transition services across sectors and industries. Our passion is helping people and organizations realize their full potential and increase their impact.