

**COMMUNICATIONS OFFICER – SCIENCE PROGRAM
GORDON AND BETTY MOORE FOUNDATION
*Palo Alto, CA – May 1, 2019***

The Opportunity

The [Gordon and Betty Moore Foundation](#) is seeking a new Communications Officer to lead communications for the foundation's [Science Program](#) which advances the understanding of emerging scientific fields through developing new technologies, supporting imaginative research scientists and creating new collaborations at the frontiers of traditional scientific disciplines. The Communications Officer will work closely with other members of the foundation's five-person Communications team, and will, at times, work with other internal clients and on other communications-related projects. The position reports to the Chief Communications Officer and is based at foundation headquarters in Palo Alto, Ca.

The Communications Officer will be responsible for strategic communications planning, content development and media relations. Key areas of responsibility: 1) provide strategic counsel to foundation staff and grantees; 2) identify and take advantage of opportunities to use communications to advance the objectives of the Science Program; 3) partner with program staff on communications-related grantmaking; 4) develop strategic plans to use communications to position the foundation as a learning organization, sharing insights with key audiences; and 5) keep the board, staff and external audiences informed of milestones and accomplishments.

The ideal candidate is a generalist communications professional with ten plus years of experience in a communications/public relations function working closely with different clients. Specialist subject-matter knowledge in sciences and/or experience communicating about science is preferred.

Responsibilities

- **Strategic Counsel.** With a solid understanding of the priorities of the Communications and Science Program teams, provide guidance on how to use communications to advance their work.
- **Translation.** Apply a deep knowledge of scientific subjects in order to communicate effectively to audiences that may have limited knowledge of the topic at hand. This requires the ability to quickly distill and synthesize information to communicate complex ideas to a

variety of audiences.

- Media Relations. Build relationships with reporters and editors in order to connect them to experts, pitch stories and place articles.
- Content Development. Identify and pursue story opportunities that advance organizational and program objectives. Create and/or manage the creation of communications across multiple mediums (writing, graphics, video, audio).
- Grantee Communications: Develop tools and processes to facilitate grantee communications and convenings, including reporting the results of grantee-related activities.
- Internal Communications. Contribute and/or edit content for the board book, internal publications and events to keep the foundation staff and board informed of progress in the Science Program. Support foundation-wide employee communications.
- Event Planning and Speaking Engagements. Plan events and/or support foundation staff at third-party events that advance the foundation's objectives.
- Relationship Building. Work collaboratively and cross-functionally with foundation staff. Develop strong relationships with foundation staff, grantees, co-funders and other stakeholders, who are partners in achieving communications objectives. Seek to nurture relationships with communications professionals at grantee organizations and peer foundations.
- Data and Research. Monitor and review data and research from within the foundation and from grantees in order identify trends and communications opportunities.
- Best Practices. Stay up to date with trends and best practices in communications and science communications.
- Management of Resources. Manage outside contractors and agencies to extend the reach of the team, as needed.

Qualifications

The ideal candidate will be an experienced strategic communications generalist with a track record of working successfully with internal and external clients, developing effective and innovative content, and a reputation as a gifted translator, writer/storyteller, connector and colleague.

Experience

- Minimum ten years of experience in a communications/public relations function.
- Minimum five years of experience consulting/advising stakeholder and client audiences.
- Minimum five years communicating in science-related field, basic science experience preferred.
- Comfort working with scientists and experience helping them become better communicators.
- Excellent and quick writing and editing skills are a must.
- Experience and comfort with the basics of graphic design, video production, audio production and photography.

Education

- Bachelor's degree required, with a preference for science- or communications-related field.
- Advanced degree or certification preferred.
- Demonstrated understanding of and passion for science.
- Demonstrated commitment to continuous learning related to evolving communications methods.

Attributes

The ideal candidate will demonstrate the following attributes that describe how the foundation strives to do its work with each other and its partners.

- Committed to Excellence
- Passionate
- Collegial
- Open and Honest
- Humble and Self-Aware

Compensation and Benefits

Compensation includes a competitive base salary and an excellent package of health, retirement savings and other benefits.

Application Process

Martha Montag Brown & Associates, LLC has been retained for this search. Interested and qualified candidates are encouraged to apply by sending a cover letter and resume by email to:

Martha Montag Brown & Associates, LLC

www.marthamontagbrown.com

Email: Martha@marthamontagbrown.com

The Gordon and Betty Moore Foundation is an equal opportunity employer. All correspondence will remain confidential.