POSITION PROFILE

Communications Officer
The David and Lucile Packard Foundation
Los Altos, CA
COMMUNICATIONS OFFICER

The David and Lucile Packard Foundation
Los Altos, CA

ABOUT THE DAVID AND LUCILE PACKARD FOUNDATION

The David and Lucile Packard Foundation (the Foundation) is dedicated to improving the lives of children, families, and communities—and restoring and protecting our planet. Guided by the principles of our founders, we think big and serve with humility.

Our grantees are making positive change all over the world and in our own backyard. We are known for our work protecting the climate, oceans, and land and for advancing reproductive health and rights. We also work hard to ensure that all children and families have what they need to succeed. Our capacity-building projects help non-profit leaders build more powerful and impactful organizations and movements.

People join the Packard Foundation because they believe in our mission. They stay for the community of talented and thoughtful colleagues who care deeply about making a meaningful impact. Advancing diversity, equity and inclusion is central to all our endeavors. We are committed to continually improving our efforts to lift up diverse voices, to advocate for justice and to foster inclusivity -- both within the Foundation and in our grantmaking.

The organization lives the values it supports. Our green headquarters is net zero energy and LEED® Platinum. Our bathrooms are gender neutral. Employees get a full week of paid time each year to volunteer with a non-profit of their choice. The Foundation also has a generous donation matching program for staff.

There is much work to do in the world and our local communities. At the Packard Foundation, we are committed to doing it with the highest levels of integrity, effectiveness and caring.
ABOUT THE COMMUNICATIONS DEPARTMENT

The Communications Team develops and implements communications strategies in partnership with our grantmaking program staff that are designed to further the Foundation’s vision and issue area objectives.

Our communications efforts are guided by the following priorities:

- Communicate with grantees and stakeholders with consistency, clarity, and transparency to build strong trusting relationships with them.
- Ensure our value of equity is reflected in all Foundation communications.
- Strategically use the Foundation’s voice to advance our collective impact and advocate for the issues we support. Support grantees’ communications capacity and share their work.
- Advise program teams on communications-related grantmaking to advance our programmatic goals.

Reporting to Felicia Madsen, Communications Director, the Communications Officer will be part of a strategic, cohesive, and collaborative team.

To learn more about the Foundation, please visit www.packard.org.
THE OPPORTUNITY

The Communications Officer will develop and lead communications about the Foundation’s initiatives, shape Foundation thought leadership, and use communications to further reach, understand and motivate people to act. Specific responsibilities include:

- Collaborate with staff to develop and implement communications for the Foundation’s grantmaking related to women, children, and families, and our justice and equity fund.
- Lead on message development, media engagement, and drafting and editing content including articles, blogs, social media posts, and other external and internal communications to expand the reach and impact of our work.
- Provide active thought partnership and counsel, guiding colleagues through communications planning, campaign strategy, and execution.
- Work directly with grantees and partners, organizing around shared projects, and providing communications counsel and/or technical assistance.
- Serve as a supportive, creative, and flexible Communications Team member on Foundation-wide projects, initiatives, and learning.
- Identify and analyze both problems and solutions and identify key metrics to communicate effectively across a wide range of platforms and audiences.
- Actively participate in the Foundation’s work to integrate justice and equity into all facets of the Foundation’s work.
**CANDIDATE PROFILE**

The ideal candidate will have the following professional competencies and personal qualities, skills, and characteristics:

**Passion for the Mission**

Mission-driven, the ideal candidate understands that social change is complex, necessary, and requires a long-term commitment to create lasting change. Experienced at translating policy issues into compelling communications that inspire action, they harness their analytical and technical communications skills to see the big picture, align communications strategies with organizational values and priorities, and help position the Foundation to achieve its goals. A quick learner, they are adept at absorbing and understanding new subjects and are deeply committed to expanding their knowledge of the dynamic social landscape.

**Technical Communications Skills**

Grounded in evidence-based practice, they have led social change communications for a nonprofit, philanthropy, government agency, and/or other policy advocacy organization. They have demonstrated success leading communications strategies and advocacy campaigns, effectively and efficiently engage new and emerging audiences, set communications objectives, and deliver consistent messages, activities, and materials across a wide range of channels. Flexible and adaptive, they possess superb professional writing skills and create compelling, timely content for opinion articles, web content, social media, and stories. Experienced with media relations, they thoroughly understand local and national media landscapes, pitching story ideas and activities to amplify the Foundation’s priorities.

**Leadership Through Influence**

A trusted advisor, they provide excellent communications counsel to both staff and executive leadership. They build trust with internal and external collaborators and audiences, bringing a deep sense of contextual intelligence that advances their organization’s reputation in the field. A coach, partner, and relationship-builder, they effectively and efficiently support subject matter experts and bring significant project management experience with large internal teams and external consultants. An accomplished communications strategist, project manager, collaborator, and relationship builder, they expertly manage competing priorities, confidently make informed decisions, and move easily across projects and initiatives.

**Project Management**

An excellent project manager, they effectively navigate and manage competing priorities with diplomacy and respect, underpinning communications strategies and tactics with decisive, data-driven decision-making. They have experience managing budgets and consultants, and leading teams of people to a common goal.

**Commitment to Diversity, Equity, and Inclusion**

The successful candidate is actively engaged in efforts to increase the capacity of nonprofits and foundations to support diverse communities. They center inclusion, developing communications collateral that acknowledges and values the diversity of the communities that they serve. Demonstrating the courage to look inward, they recognize that an awareness of conscious and hidden biases—both individual and collective—is a powerful catalyst for reflection, personal and professional growth, and action. They possess a strong sense of socio-emotional intelligence, integrity, and commitment to fostering inclusive practices in their work with staff, grantees, external consultants, media, and other core collaborators.
LOCATION

This position is in downtown Los Altos, California. Initially, the role may start remotely but will require occasionally working onsite at the Foundation offices in downtown Los Altos, California once the Foundation offices reopen. All employees must be/become California residents. Ability to travel domestically (as conditions allow) is a requirement for this opportunity.
**COMPENSATION & BENEFITS**

The position is full-time, exempt. Salary is competitive and commensurate with experience and education and begins in the $150K+ range.

The David and Lucile Packard Foundation offers excellent benefits for eligible employees. Current benefits include medical (HMO and HDHPs), dental and vision coverage; 15% employer contribution to employee retirement plan; life insurance, disability insurance, vacation, and sick leave; an adoption benefit; fertility benefit; a financial wellness program; health advocacy services, paid time off to volunteer for nonprofit organizations; matching grants for employee contributions to tax exempt organizations; commute assistance; and tuition assistance.

**CONTACT**

Koya Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Malissa Brennan of Koya Partners is leading this search. To express interest in this role please submit your materials [here](#). All inquiries and discussions will be considered strictly confidential.

The David and Lucile Packard Foundation is an equal opportunity employer and welcomes a diverse candidate pool.

*Proof of COVID vaccination required (subject to applicable law).*

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**About Koya Partners**

Koya Partners, a part of Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—*The Right Person in the Right Place Can Change the World*—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

For more information about Koya Partners, visit [www.koyapartners.com](http://www.koyapartners.com).

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