



## Echoing Green is looking for a Strategy & Communications Associate

**Position:** Strategy & Communications Associate

**Type:** Full-time

**Start Date:** ASAP (start-date by early January 2008)

**Salary and Benefits:** Competitive salary and a full-benefits package

### About Us:

Echoing Green identifies extraordinary individuals with bold ideas for social change and provides them with the seed money and strategic support they need to launch groundbreaking new organizations. These social entrepreneurs and their organizations confront deeply-rooted social, economic, and political inequalities and work to ensure equal access to basic human and civil rights for all. Since 1987, we have invested \$25 million to help nearly 450 visionary leaders spark positive change in forty countries on five continents. Echoing Green is behind many award-winning effective nonprofits, such as Teach For America, City Year, College Summit, Freelancers Union, among many others. For more information, please visit [echoinggreen.org](http://echoinggreen.org).

The Strategy Department at Echoing Green is responsible for a broad array of internal and external capacity-building initiatives. All of the department's responsibilities are in service of ensuring that Echoing Green is most effectively implementing, communicating, and fulfilling our mission. Such activities include include:

#### External

- communications campaigns
- targeted marketing
- material development
- brand development
- strategic alliances
- thought leadership engagements
- interactive websites and other multi-media projects
- communications consulting
- junior board
- public relations
- events and fundraisers

#### Internal

- strategic planning
- organizational capacity-building
- evaluation/assessment
- research
- office management
- technology

This past year, our department had many successes including the launch of the **Be Bold** initiative, the new Echoing Green website, and the inaugural **Be Bold Cocktails** fundraiser. The **Be Bold** initiative is a communications campaign that reaches out to the next generation of world-changers and equips them with the inspiration and qualities needed for developing meaningful careers that deliver the change they seek. At the pinnacle of the initiative is the **Be Bold** book ([www.bebold.org](http://www.bebold.org)), which shares the stories of twelve social entrepreneurs supported by Echoing Green, and in doing so, brings to life the core elements of thinking, acting, and living boldly.

### About the Position:

Echoing Green is searching for a driven and organized Associate to assist the Vice President of Strategy on a day-to-day basis with most of the department initiatives. This position consists of a large portion of support work, organizational and planning tasks, and project management. Projects may include (but are not limited to):

- Public relations efforts to market the Echoing Green fellowship and announce annual winners



- **Be Bold** marketing and distribution
- Thought leadership opportunity research and management
- Membership management and event planning for the Social Investment Council
- Collaborative implementation of the organizational e-newsletter
- Evaluation research and reporting
- Assistance in content management for website
- Content management and design for material development
- Development of new communications campaigns
- Event planning/fundraisers
- Further improvement of communications support for Echoing Green Fellows

**We are looking with a bachelor's degree with at least two years of experience in communications/marketing, strong organizational and administrative skills, and excellent communications proficiency.** We are looking to hire someone who is *enthusiastic* about social change, the nonprofit sector, and Echoing Green's vision and goals. This position is ideal for the candidate who has an eagerness to learn, excels and enjoys writing/editing, and loves organizing events and large-scale initiatives. Equally as important is someone who is innately *ambitious, hard-working, detailed, and focused*. The Strategy Department is constantly bustling, and opportunities often arise, where we are forced to shift focus. Thus, we are looking for someone with a *positive attitude* that thrives in juggling numerous priorities and projects, to join our three-person team. Designing ability a plus.

Salary and benefits package are competitive (based on experience).

**Please respond with the following as soon as possible:**

- A resume
- A detailed cover letter

Please be prepared to provide the following information upon request:

- Contact information for two/three professional references
- A writing sample that details your proficiency in this area (up to 3 pages)

Email your cover letter and resume to: [lara@echoinggreen.org](mailto:lara@echoinggreen.org). Please include "**Strategy Associate**" as the subject line. Echoing Green is an equal opportunity employer and candidates of all backgrounds are encouraged to apply.