Research Corporation for Science Advancement
Communications Director

About Research Corporation for Science Advancement (RCSA)
RCSA is a private foundation that aids basic research in the physical sciences (astronomy, chemistry, physics, and related fields) at colleges and universities in the United States and Canada. It supports research and teaching innovation proposed by early career scientists, and catalyzes collaborative projects through thematic conferences. The mission of RCSA is to advance early stage, high-potential, basic scientific research.

Position Overview
Reporting to the Vice President, the Communications Director will play a hands-on leadership role in creating and implementing communications strategies, and utilizing both traditional and new media to convey effective public messages about RCSA.

Position Responsibilities

Strategy and Leadership
• Collaborate with leadership and management team to develop communications strategies that will broaden programmatic reach and deepen impact.
• Assist leadership in planning and carrying out a proactive communications program for the Foundation’s multiple audiences, including applicants, supported scientists, university and college leaders, other foundations and funding agencies, and Board Directors.
• Continually update communications strategy for achieving RCSA’s mission and goals.
• Work with management team to recognize internal and external communications opportunities and solutions, and define and execute appropriate strategies to support them.
• Identify, contract with, and manage partners and vendors as needed to achieve communications goals (i.e., web developers, designers, videographers, photographers, etc.) within identified timelines and budgets.
• Manage communications expenses within budget.
• Participate in regular meetings of management team.

Communications Operations
• Serve as editor and content manager for the RCSA website, including design, development of content, and implementation to ensure a robust, informative, effective, and up-to-date resource for RCSA constituents.
• Plan, interview, research, and write feature stories about the research and educational initiatives of individuals funded by RCSA.
• Proactively follow the accomplishments of RCSA-funded scientists to identify work that should be highlighted online (e.g., website, Facebook, Twitter) and in print.
• Write and/or ghostwrite and submit RCSA science, technology, and science education stories to appropriate national, regional, and local news media outlets, and perform appropriate follow-up and media relations.
• Author and coordinate publication of materials on RCSA’s activities, such as annual reports, newsletters, and conference brochures.
• Identify individuals inside and outside of RCSA who can serve as authors of targeted media articles, and serve as editor for all RCSA publications authored by such individuals.
• Participate in communication activities for major RCSA or RCSA/multi-institutional initiatives, and for proposals, papers and conference reports of strategic importance.
• Determine value and scope of RCSA’s social media presence and develop relevant social media support for RCSA projects, conferences, or activities.
• Provide general oversight of all RCSA-related formal and informal communications.
• Ensure that all copy and design is consistent with the RCSA brand, strategy, editorial standards, organizational metrics, and content expectations.
• Attend RCSA’s programmatic meetings and conferences to document proceedings in photographs and written materials, and to conduct interviews.
• Place advertisements of named scholars in publications.
• Provide assistance to other staff members, to include but not limited to drafting and designing emails, invitations, and other communications.
• Represent RCSA at meetings of foundations to discuss communications.

Other
• Oversee retention and maintenance of archival materials.
• In collaboration with Program Directors, oversee content of library and retention of publications.
• Assist at programmatic meetings and conferences or on other major RCSA projects, as needed.
• Perform other duties as assigned and directed.
• Maintain updated lists of scientific contacts and university administrators for annual report and program announcement mailings.

Required Qualifications
• Advanced degree in journalism, communications, marketing, or related field.
• At least five years of professional communications/media experience preferably at a foundation or research institution.
• Expertise in developing and implementing organizational communications strategies.
• Proactive, independent, and resourceful in initiating and developing content.
• Extensive successful writing and editing experience with a variety of print and online communications media to include press releases, annual reports, newsletters, and marketing literature.
• Demonstrated skill and comfort in building relationships with reporters and editors, and in successfully positioning subject matter with the media to achieve high-impact placements.
• Creative and thoughtful approach to use of new media technologies.
• Highly collaborative style, ability to work effectively as part of a team.
• Exceptional written, oral, interpersonal, and presentation skills, and the ability to work effectively with management, staff, and RCSA’s Board of Directors.
• Self-starter and good problem solver.
• Strategic thinker with ability to anticipate outcomes and plan ahead.
• Results oriented, able to manage multiple projects simultaneously.
• Comfortable working in a small office environment with a willingness to complete any task, big or small.
• A good sense of humor, positive attitude and high degree of flexibility, dedication, resourcefulness, energy, and creativity.
• High degree of professionalism and the ability to handle sensitive information with discretion.
• Excellent computer and software skills with ability and willingness to master new computer applications.

To Apply
Applicants should submit a letter of interest and a resume to HR@rescorp.org.