



NINA MASON PULLIAM  
CHARITABLE TRUST

Building a Legacy of Community  
Grantmaking since 1998

## **Director of Communications and External Relations**

### **About the Trust:**

The Nina Mason Pulliam Charitable Trust was established upon the death of Nina Mason Pulliam in 1997, to support for 50 years the causes she loved in her home states of Arizona and Indiana.

The Trust seeks to help people in need, especially women, children and families; to protect animals and nature; and to enrich community life. Approximately 60% of grants are directed to helping people in need, 30% to environmental programs and 10% to protecting animals. The Trust's flagship program is the Nina Mason Pulliam Legacy Scholars, which provides scholarships and support services for students attending Arizona State University or Maricopa Community Colleges representing three under-resourced groups: adults with experience in the foster care system, adults with dependents and those with physical disabilities.

As of Dec. 31, 2021, the Trust's endowment was an estimated \$507,684,000. Since inception, the Trust awarded more than \$353 million in grants and scholarships to 1,010 nonprofit organizations in Arizona and Indiana. In 2021, we awarded 178 grants totaling \$16,359,853.

### **Position Summary:**

Under the supervision of the President and CEO, this position is responsible for managing internal and external communications for the Nina Mason Pulliam Charitable Trust. The position helps ensure consistent and effective communication of the Trust's mission to various audiences. The Director provides the Trust with in-house expertise in writing, media relations, community relations, internal communications, social media and special events management. In addition to the usual communications responsibilities, the position will play a large role in helping the Trust develop and articulate its programs and provide opportunities for grantees to convene around community concerns and common interests.

### **Key Activities:**

- Responsible for conceptualization, strategy development, annual planning, program execution and budgeting of the organization's communications program.
- Develops and maintains all communication vehicles and channels, including web, email, social media, print and electronic media, including the annual report and the Connections and In Five newsletters. Works directly with graphic design and website manager vendors.

- Establishes ongoing relationships with print, broadcast and electronic media in Indiana and Arizona. Writes and disseminates Trust press releases and assists grantees in announcing Trust grants and developing media relations strategies.
- Develops and oversees the communication and external relations plan commemorating significant Trust milestones.
- Serves as brand champion, ensuring the Trust's principles, tone/personality and image are consistently and relevantly communicated throughout the organization, among nonprofit partners and within the broader community.
- Develops collaborative relationships with potential partners, including nonprofits, media entities, community stakeholders and foundations to further shared interests in promoting Trust initiatives and programs.
- Prepares speaking remarks for trustees and CEO and provides guidance to other senior staff as needed.
- Develops and manages special events, with staff support, in Phoenix and Indianapolis, including the annual Nina Mason Pulliam Legacy Scholars' luncheons, local environmental journalism awards and the convening of grantees and community experts around issues of common concern.
- Makes presentations to and leads discussions with the trustees and senior staff on communications strategy.
- Provides media training and prepares trustees and senior staff for media interviews.
- Directs the Culture Club to ensure focus on improving and maintaining organizational culture.

**Qualifications and Skills:**

- Bachelor's degree in journalism, communications, public relations or a related field.
- Five to eight years' experience in communications and public relations dealing with multiple constituencies.
- Outstanding oral and written communication skills and media experience. Mastery of Associated Press writing style.
- Strategic and creative thinking about how communication tools and convening opportunities can enhance the mission and objectives of the Trust and its nonprofit partners.
- Outstanding skills in creating and making formal presentations.
- Ability to work effectively in a team environment with shared roles and responsibilities, and to develop effective and collegial relationships with staff in both Trust office locations.
- Ability to work effectively on diverse projects simultaneously, meet deadlines and relate effectively to a variety of audiences including nonprofit, philanthropic and private sectors.
- Knowledge of philanthropy and the nonprofit organization sector a plus.
- Proficient in MS Office applications and demonstrated skills in Adobe Creative Suite products.

**Working Conditions**

Based in the Trust's Phoenix office with regular travel required to Indianapolis. Local travel required within both cities to meet with grantees, other funders, media, etc. Some travel to professional conferences.

**FLSA Status:** Exempt

**Compensation**

Minimum starting salary of \$96,953 annually, plus full benefits. Final compensation package will be determined by experience and education.

**How to Apply**

To apply, submit resume and cover letter to [hiring@ninapulliamtrust.org](mailto: hiring@ninapulliamtrust.org).

(status: 5.11.22)