



## **Executive Communications Specialist**

The HOW Institute for Society is committed to creating an environment where all are welcomed and respected, and where everyone can achieve the highest level of excellence in their work to contribute to our mission to *build and nurture a culture of moral leadership, principled decision-making and values-based behavior that enables individuals and institutions to meet the profound social, economic, and technological changes of the 21st Century to elevate humanity.*

The HOW Institute for Society is looking for a skilled executive communication professional who will work in close partnership with the Institute's senior leadership to create, drive and manage thought leadership and strategic communications.

We'd love to talk to you if you feel a sense of connection to the Institute's mission, demonstrate intellectual curiosity and ideally have an interest in moral philosophy. You have exceptional writing and editing skills, superior research skills, a talent to succinctly and artfully convey complex messages, and experience supporting senior executives in all communications needs ranging from interview or presentation notes to drafting or editing reports and thought leadership publications. You must thrive in fast-paced, dynamic environments that demand creativity and agility.

### **The individual in this role will:**

- Establish a strong connection to the Institute's mission and team, rooted in shared values and philosophies
- Quickly learn the language of HOW and The HOW Institute's communications objectives, and be able to support communications and thought leadership work effectively in a short period of time
- Write messaging and content for executive speaking, presentations, and other leadership communications that reach a wide variety of stakeholders (including Board members, partners, employees, the public, and other stakeholder groups) and across all mediums (thought leadership engagements, Board meetings, blogs, media, videos, leadership announcements, social media etc.).
- Edit publications to ensure the HOW voice is reflected
- Research and generate ideas for content and thought leadership
- Partner with key stakeholders across The HOW Institute to build program visibility and deepen impact
- Identify and produce content for a wide audience on social media channels and digital channels
- Ability to effectively multi-task, prioritizing and completing multiple projects simultaneously while addressing all feedback and requirements, and strictly adhering to deadlines
- Recommend mechanisms to analyze communication effectiveness

**You will thrive in this role if you have demonstrated most of the following:**

- Commitment to high ethical standards
- Exceptional writing and editing skills (can't stress this enough), with the ability to articulate a clear and concise point of view on complicated issues
- Excellent research skills - ability to distill key points from larger body of research
- Superior attention to detail, meticulous in all you do
- Proven ability to thrive in a high energy environment where tactical and strategic activities are expected to be driven in parallel
- Agility to tailor messages to wide-ranging audiences.
- Critical thinker with high EQ and maturity
- Impeccable interpersonal skills, and a proven ability to engage and build trust at all levels of seniority
- Agile and flexible self-starter with high degree of comfort with change and ambiguity
- Responsive and flexible with scheduling
- Awareness of what is going on in the world so messaging tone reflects that awareness. Proactively brings news, ideas and perspectives with recommendations for intervention
- Exposure and strong interest in moral philosophy and/or liberal arts background a plus
- Broad proficiency in social media (particularly Twitter & LinkedIn)

**Education/Experience**

- Bachelor's or Master's degree(s) in Philosophy, Law, Journalism, English, Communications, or closely related field of study is required
- 5+ years' executive communications experience
- Demonstrated track record working with and earning the trust and confidence of high-profile executives or governmental/social leaders and serving as a trusted advisor/counselor
- Experience creating executive communications content to be driven through a variety of media and channels, such as written, video, digital, or personal appearances
- Experience with social media and a demonstrated ability to build community and impact through a social strategy

**Additional Details**

- Position located in New York, NY; currently remote due to COVID-19 pandemic
- Salary range \$80-\$95K commensurate with experience
- Comprehensive benefits including health, dental, life, LTD & STD Insurance and 401(k) .
- Applicants need to be eligible to work legally in the United States

To apply please submit a cover letter and resume to [hr@thehowinstitute.org](mailto:hr@thehowinstitute.org).