



ReFED

Rethink Food Waste *Through Economics and Data*

POSITION

Manager,
Communications

LOCATION

Berkeley, CA

STATUS

Full Time;
Exempt

ORGANIZATION

ReFED

ABOUT THE ORGANIZATION

ReFED is a multi-stakeholder nonprofit that leads the movement to reduce food waste in the United States.

ReFED was formed in early 2015 to create a *Roadmap to Reduce U.S. Food Waste*, the first ever national economic study and action plan driven by a collaboration of over thirty business, nonprofit, foundation, and government leaders committed to tackling U.S. food waste at scale. ReFED seeks to unlock new philanthropic and investment capital, along with technology, business and policy innovation, to achieve this goal, which will create tens of thousands of new jobs, recover billions of meals annually for the hungry, and reduce water use and greenhouse gas emissions.

ReFED is a fiscally sponsored project of the New Venture Fund (501c3). For more information, visit: refed.com.

ABOUT THE POSITION

Critical to ReFED's success is the organization's capacity to effectively communicate its expert insights to a diversity of stakeholders, including leaders from the food industry, nonprofit, government, and philanthropic sectors. The Manager will support the communications team by providing strategic, tactical, and administrative support to develop and convey ReFED's messaging, expand the organization's media presence, create new content, engage stakeholders, and continue to establish ReFED as the leading organization devoted to reducing U.S. food waste at scale.

THE IDEAL CANDIDATE WILL POSSESS THE FOLLOWING QUALIFICATIONS:

- Bachelor's degree required, advanced degree preferred.
- At least two years of experience in communications, with demonstrated writing and project management abilities.
- Exceptional written and verbal communication skill; ReFED seeks a versatile writer able to quickly and efficiently synthesize complex information to produce a wide variety of formal and informal content.
- Ability to copy edit a wide range of content with a keen eye for detail.
- Skill at producing engaging and compelling presentations in PowerPoint.
- Experience managing company/organization social media accounts and email campaigns.
- Experience evaluating website and social media performance. Should be comfortable using google analytics.
- Sincere enthusiasm for promoting social, environmental, and economic benefits through food waste reduction.
- Highly organized, attentive to detail, and capable of simultaneously managing multiple projects in a fast-paced nonprofit environment.
- Ability to work independently while simultaneously collaborating closely with a team of colleagues in multiple locations across the U.S.
- Comfort with ambiguity and ability to thrive in a new, rapidly growing organization.
- Willingness to "roll up the sleeves" and extend beyond formal responsibilities as needed to ensure ReFED's success.
- Ability to represent ReFED at events and deliver public presentations as necessary.
- Flexibility to travel occasionally for meetings and events.
- Strong working knowledge of food systems and sustainability, with experience in food waste work preferred.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Assist with the production of a wide range of content, including technical reports, stakeholder communications, website copy, op-eds, and press materials.
 - Coordinate with program staff and the communications team to develop and execute project-specific communications plans to promote ReFED's program efforts.
 - Execute ReFED's social media strategy by managing the organization's social accounts and building ReFED's presence across platforms.
 - Spearhead the production of ReFED's newsletter (inform newsletter strategy, develop content, and manage the distribution process).
 - Track and analyze ReFED's web, social, and email metrics to evaluate the success of the organization's digital communications and to inform future strategy.
 - Assist with ReFED's grant writing and grant reporting processes, providing research support and drafting grant proposals and reports as necessary.
 - Field media inquiries, coordinate interviews with ReFED's experts, and prepare staff with background information and talking points.
 - Provide administrative support to the communications team; for example:
 - Track and record ReFED media hits;
 - Maintain ReFED's editorial calendar;
 - Manage speaking engagement requests and coordinate conference logistics;
 - Build and maintain ReFED's digital archive of reports, graphics, photos, and other digital assets.
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COMPENSATION & BENEFITS

Salary and benefits will be competitive and commensurate with similar positions in the sector.

TO APPLY

Please e-mail jobs@refed.com with the subject, "Manager, Communications," and attach a cover letter, resume, an informal writing sample (e.g., a blog post), and a formal writing sample (e.g., a research paper, technical report, etc.).

This position is available immediately; ReFED will accept and review new applications until filled.

NEW VENTURE FUND CAREERS

ReFED is a project of the New Venture Fund, a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. The New Venture Fund is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding, and enables each of us to realize our potential. The New Venture Fund's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.