



*Located in Wilmington, Delaware, the Rodel Foundation of Delaware is a fast-paced working philanthropy engaged in transforming the public education system with a dedicated team of talented and passionate people. The Foundation's mission is to help Delaware build one of the finest systems of public education in the world by 2020.*

**JOB DESCRIPTION:**

This job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents should expect to follow any other instructions, and perform any other related duties, as assigned by their manager.

**Job Title:**      **Communications Fellow** (Summer 2014)

**Reports To:**   **Senior Director, Partnerships**

**Summary:**

The primary role of the position is to provide support for Rodel and outside partners' projects, events, and communications. Work will involve education issues areas such as: teacher and school leader quality; personalized and student-centered learning; and other high priority areas such as high standards, early learning, and college and career readiness.

The role requires strong critical thinking and analytic capability, exceptional writing skills, web savvy (e.g. knowledge of html), flexibility, good judgment, and the ability to manage multiple, complex projects.

**Essential Duties and Responsibilities:**

- Provide communications support for all online activities (website, blog, social media, etc.)
- Prepare and format documents (email marketing, memos, letters, presentations, etc.)
- Develop and executive communications and engagement strategies to support Foundation and partner initiatives and priorities
- Compile and track communications/engagement and program data for internal and external uses
- Support and manage work streams for summer engagement events as well as an annual conference

- Provide program support for events, including assembling meeting materials and event support
- Set-up and coordinate logistics for events, conferences, and site visits

***Education/Experience:***

To perform this job effectively, a Bachelor's Degree in Communications/Marketing or Political Science/Public Policy, or equivalent, is preferred, and a knowledge of communications best practices, as well as state and national education systems.

The ideal candidate will excel in:

- Written and verbal communication skills
- Program and project management experience
- The ability to work independently and with others
- Strategic thinking
- The ability to work with multiple partners at all levels

***Computer Skills:***

To perform this job successfully, an individual must be proficient in the full suite of Microsoft Office, have knowledge of online and social media best practices, and the ability/ affinity to learn new technology applications.

***The Foundation offers competitive salary and benefits, and is an equal opportunity employer. For further information on the Foundation please visit us at [www.rodelfoundationde.org](http://www.rodelfoundationde.org)***

***To Apply:***

Submit a cover letter and resume to Nancy Millard via:

Email: [nmillard@rodelfoundationde.org](mailto:nmillard@rodelfoundationde.org)

Fax: 302-571-1538

Mail: 100 W. 10th Street, Suite 704, Wilmington, DE 19801

Re: Communications Fellow