

Pulte Family Charitable Foundation
Communications Specialist

The Pulte Family Charitable Foundation (PFCF), located in Boca Raton, Florida, is seeking an outstanding candidate to fill the position of Communications Specialist.

Guided by the belief in the inherent dignity of every person, the PFCF supports nonprofits and Judeo-Christian religious organizations by providing funding to solve problems impacting disadvantaged and underserved communities across the globe. The Communications Specialist will be an integral part of our team.

Position Summary

The Communications Specialist will be the sole professional in this department and will lead the outreach, marketing and communication efforts for the Foundation. This includes researching, drafting, and editing written material and strategic communications, including publications (e.g., annual reports, brochures, newsletters, articles), and promotional material, designing print and electronic materials, updating website content, and overseeing social media networks.

Additionally, the person in this role should be comfortable coordinating the interactions between vendors to produce and appropriately disseminate a variety of media when outsourcing is required.

Position Qualifications

The position requires exceptional organizational and communication skills, excellent English writing and editing, and the ability to design print and electronic marketing materials. Additionally, this necessitates the ability to write in a variety of different styles (e.g., public relations writing, short- and long-form feature writing).

Bachelor's degree required with five to seven years of relevant experience. Higher education or other nonprofit expertise is preferred. A high degree of independence and initiative required. The candidate must show excellent interpersonal skills and demonstrated ability to interact professionally and build capacity among colleagues from culturally diverse backgrounds and in different settings.

Strong experience with Associated Press Style, strong experience with Microsoft Office and advanced word processing required. Knowledge of the Adobe Creative Suite (e.g., InDesign, Illustrator, Acrobat) or other design software preferred. Experience managing online content via a content management system and social networks such as Facebook, Twitter, LinkedIn, and Instagram.

The candidate must have the ability to periodically travel domestically or internationally if needed on behalf of the Foundation.

Other Job Notables

The applicant:

- Must be willing to work in the Boca Raton office five (5) days a week.
- Should be comfortable working in a family-directed environment and working with principles.
- Should be committed to the Foundation and its mission.
- Should have a down to earth approach and a good sense of humor.
- Must be able to execute work in a timely manner and demonstrate attention to detail.
- Must be a person of unquestionable ethics and personal integrity.

The Pulte Family Charitable Foundation is an Equal Opportunity Employer. We are committed to building a culturally diverse team and encourage applications from candidates of different backgrounds. This position includes a competitive benefit package.

To Apply:

Interested candidates **MUST** email a cover letter describing your interest in the position, including salary requirements, resume, and three professional references with contact information to annette@pultefamilyfoundation.org.

Visit our website at www.pultefamilyfoundation.org