APPLICATION TIMELINE
Please submit your resume and cover letter by August 31, 2023.

COMPENSATION
Salary Range: $85,000 – $105,000

CONTACT
Chris Wentzlaff
Chief Advancement Officer, The Constellation Fund
jobs@constellationfund.org

POSITION PROFILE
COMMUNICATIONS DIRECTOR

Finding the Stars and Connecting the Dots in the Fight Against Poverty in the Twin Cities

www.constellationfund.org
ORGANIZATIONAL OVERVIEW

The Constellation Fund is a poverty-fighting organization in the Twin Cities that invests philanthropic resources into nonprofits shown to be raising the living standards of individuals and families experiencing poverty. Constellation takes an outcome-based approach to this critical effort, prioritizing evidence over anecdotes to find, fund, and empower poverty-fighting service providers shown by evidence to be creating transformational impact in our community.

With one-in-five residents of the Twin Cities living in poverty, our philanthropic community must strategically focus its resources on the interventions providing the largest poverty-fighting impacts. We center our work accordingly. This begins by raising philanthropic resources from a growing community of generous donors. Since our Board of Directors underwrites Constellation’s operating costs, 100% of every donation to Constellation is invested within twelve months into the impactful poverty-fighting organizations in our portfolio of nonprofit grantees. To build that portfolio, we use modern analytical tools alongside on-the-ground insights to understand what evidence indicates is working best. Once selected, our grantee partners receive significant financial investments as well as access to unparalleled capacity-building support from leading companies to help deepen the impact of their work and of your generosity.

This deliberate process continually repeats itself, all designed to rigorously identify and holistically empower our community’s top poverty-fighting service providers.

Learn more at www.constellationfund.org
HISTORY

Prior to the start of the Constellation Fund, Andrew Dayton worked in the San Francisco Mayor’s Office and gained insight into innovative approaches to poverty alleviation. Andrew was intrigued by an organization called Tipping Point, which focused on using modern analytical tools to fight poverty in the Bay area by using evidence to identify impactful nonprofit organizations.

Inspired, Andrew moved home to the Twin Cities to assemble a team of experts in research, economics, and philanthropy and founded the Constellation Fund in 2018.

Since its founding, Constellation’s staff has built and continues to lead a grant program centered on evidence-driven insights. This cutting-edge work takes an outcome-driven approach to fighting poverty in the Twin Cities. By leveraging the full power of analytics to harness the best available information, Constellation powers each of its grantmaking decisions with objective insights to maximize lifetime impact.

Since publicly launching in early 2019, this modern approach to philanthropy has resonated across the Twin Cities and has propelled Constellation to become one of the fastest-growing local philanthropic organizations in recent memory. And the work is still just getting started!

ORGANIZATIONAL CULTURE

Constellation is emerging from an entrepreneurial start-up phase to become an established, fast-paced, impact-oriented organization. The culture reflects a spirit of innovation and authenticity that equally values patience and urgency while remaining deeply engaged in the challenges of addressing unacceptable disparities across our community.

As an organization, Constellation values an entrepreneurial mindset in tandem with deep investments in and appreciation for the longitudinal work necessary to create lasting impact.

Leadership and staff at Constellation focus on leveraging philanthropic resources and opportunities to:
- Identify and build on solutions;
- Implement new practices; and,
- Turn the good intentions of the Twin Cities into great results for our community.

The culture reflects that of a learning organization with a passion and curiosity for the development of a modern philanthropic toolkit. Staff seek to act with agility, humility, and care with the goal of functioning at the highest possible level in service of those experiencing poverty in our community.
MISSION

Fighting poverty in the Twin Cities by raising the living standards of individuals and families living below the poverty line in the seven-county metropolitan area. We take an outcome-based approach to this critical effort, prioritizing evidence over anecdotes in order to find, fund, and empower poverty-fighting service providers creating transformational impact in our community.

VALUES

Impact
- We make every decision with one question in mind: what will have the greatest impact for those living in poverty in the Twin Cities?
- Make informed, reasoned choices in the face of ambiguity or pressure.
- Seek to identify root causes and to move beyond treating symptoms.
- Challenge prevailing assumptions and pursue better approaches.

Courage
- Follow the best available evidence, even when it’s uncomfortable.
- Willing to respectfully rethink the status quo.
- Make tough decisions, take smart risks, and are open to possible failures.
- Question actions inconsistent with our values.

Interdependence
- Go to great lengths to carefully select our partners, and we trust them.
- Treat everyone with kindness, respect, and compassion.
- Build strong partnerships and celebrate each unique contribution.
- Seek and embrace diverse perspectives to make better decisions.

Transparency
- Seek candid feedback and work to deeply understand before reacting.
- Admit mistakes freely and openly.
- Share information and assets proactively.
- Provide polite, honest, and timely feedback to colleagues and partners.

Rigor
- Engender confidence by demonstrating consistent results.
- Invite and accomplish remarkable amounts of meaningful work.
- Strive relentlessly to improve our organization and our community.
- Recognize that we all have biases and work to grow past them.

Position Profile | Communications Director, The Constellation Fund
**GRANTMAKING**

At Constellation, we believe that the best poverty-fighting solutions are usually those closest to the challenge, and we work to identify and support the people and community partners having the biggest impacts in four key issue areas:

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<tr>
<th>Education</th>
<th>Employment</th>
<th>Health</th>
<th>Housing</th>
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Constellation leverages the power of modern analytics to conduct careful benefit-cost analyses, using the best available evidence to better understand the poverty-fighting impact of every dollar that we invest. We balance this quantitative analysis alongside thoughtful qualitative considerations, including on-the-ground insights about pressing community needs. We believe that following the evidence—the science and the stories—can point us toward the best outcomes.

**RESEARCH**

Even with an ever-growing body of evidence at our fingertips, there is always more that we wish we knew about what is working best in the fight against poverty. To help address this reality, in 2023 Constellation is launching a groundbreaking new research initiative called Constellation Lab – aka, CoLab – which will have a seven-figure budget to produce actionable data through high-quality, longitudinal research on programs, practices, and their effects. Better data will support evidence-informed funding and community efforts to strengthen and scale solutions, which is what Constellation is all about.

**GUIDING PRINCIPLES**

Our work is a key piece of a brighter path forward. One that acknowledges that doing good is simply not good enough. One that harnesses the power of modern tools alongside on-the-ground insights to help guide the way. One that helps to change the way we change our community.

**100% Impact**

Our Board of Directors and Leadership Funders cover all our operating costs so that every dollar donated to Constellation goes to a portfolio of impactful poverty-fighting nonprofits across the Twin Cities.

**One Goal**

Constellation has a single-minded dedication to fighting poverty in the Twin Cities. We judge our success solely by the demonstrable impacts of the grantees that we support.

**Evidence-Driven**

Central to Constellation’s decision making is a rigorous, evidence-driven process to identify the most promising nonprofits. We do this data- and research-heavy work so our donors don’t have to.

**Unrestricted Support**

Once the most promising, results-driven organizations in our community have been identified, Constellation supports them with grants, usually of unrestricted funding, allowing them to grow their impact purposefully.

**Beyond Dollars**

Constellation’s grantees are provided not only with funding, but also with connections to best-in-class pro bono partners to provide services and expertise otherwise inaccessible to most poverty-fighting organizations.
POSITION PROFILE | COMMUNICATIONS DIRECTOR

SUMMARY
A new role at the Constellation Fund, the Communications Director will focus on effectively articulating and amplifying to a growing community of stakeholders the impact of the poverty-fighting work of Constellation and its portfolio of nonprofit grantees. With a powerful model, a dedicated and engaged board of directors, unprecedented growth in support from donors and strategic partners, and the clear opportunity to fill a pressing community need, Constellation is bringing a modern and impactful approach to alleviating poverty to the Twin Cities. It is time for this game-changing work to be bolstered by a thoughtful and distinctive communications presence. The Communications Director will be at the center of that effort, leading the strategy behind and execution of Constellation’s narrative communications across a variety of formats, including email campaigns, in-person and virtual events, and other key written and digital assets.

MANAGEMENT RESPONSIBILITIES
The Communications Director will report to the Chief Advancement Officer and partner closely with Constellation’s CEO, as well as with other members of Constellation’s advancement and programmatic teams. The Communications Director will also work closely with and direct the communications-related contributions of Constellation’s network of creative consultants and contractors.

ESSENTIAL RESPONSIBILITIES

Impactful Communications

- Developing, implementing, and evaluating a strategic communications plan that broadens awareness and understanding of Constellation’s innovative work and programs, as well as that of Constellation’s impactful nonprofit grantees.
- Working closely and collaboratively with – and, as necessary, delegating to and directing the work of – other members of Constellation’s team and strategic partners to capture and share meaningful information across multiple channels.
- Thoughtfully engaging with Constellation’s portfolio of nonprofit grantees to identify, capture, produce, and share narrative accounts of on-the-ground impact in a manner that respects the sensitivities and challenges of nonprofit work.
- Ensuring consistency, uniformity, and a high-quality in the delivery of Constellation’s core messaging.
- Leveraging communication channels to deepen understandings of both the qualitative and quantitative aspects of Constellation’s work – “the stories and the science” – to illuminate the organizational perspective that “smart philanthropy is kind philanthropy.”
- Establishing and maintaining a written communications presence – including email campaigns, website updates, social media, event talking points, and donor reports – to concisely articulate the details of and findings from Constellation’s evidence-driven approach to poverty alleviation.
- Maintaining an intentional and strategic editorial calendar to plan and track Constellation’s communications pipeline.
• Measuring and reporting on communications and engagement successes, and proactively suggesting new strategies for continual improvement.
• Working closely with creative partners and consultants to oversee the narrative elements of Constellation’s annual calendar of signature events, including speaker talking points, video scripts, and overarching event communication goals.
• Managing Constellation’s email platform and helping to improve the expansion and segmentation of the email list.
• Compiling, editing, and project managing Constellation’s signature written assets – including the annual report and Investor Prospectus – in partnership with relevant staff and creative contractors.
• Creating and executing an earned media strategy focused on leveraging key organizational accomplishments to secure strategic opportunities with media contacts in the community.

Organizational Voice
• Holding and proactively evolving the overarching organizational voice to reflect Constellation’s unique value proposition and role in the philanthropic marketplace, as well as to better position and serve Constellation’s nonprofit grantees.
• Working with Constellation’s staff and Board of Directors to cultivate authentic and unified messaging for external communications.

COMPETENCIES
• Must be a self-starter. Independent work and self-motivation will be key to success.
• Must have superb written, oral, and interpersonal communication skills.
• Must have extensive successful externally-focused writing and editing experience with a variety of print and online communications media.
• Must have exceptional organization skills, with previous project management experience.
• Demonstrated experience and leadership in managing comprehensive strategic communications to advance an organization’s mission and goals.
• Must be a resourceful problem-solver and critical thinker, be proactive in leveraging opportunities, and anticipating and averting problems.
• Must bring creative and thoughtful approaches on how new communications and media technologies can be utilized.
• Must be able to speak and write clearly, effectively, and succinctly, including under time constraints.
• Must have a high degree of appreciation for the immense challenges facing poverty-fighting organizations and social services work, and respect for the individuals dedicated to those important efforts.

DESIRED QUALIFICATIONS
• 5+ years of communications and/or journalism experience, preferably some in both the non-profit and the for-profit sectors.
Position Profile | Communications Director, The Constellation Fund

- Bachelor’s degree or an advanced degree in journalism, communications, or related field.
- Experience with managing and utilizing email marketing platforms (Emma, Mail Chimp, etc.)
- Proficiency with graphic design software (Adobe Suite, Canva, etc.)
- A background in or familiarity with quantitative analysis.
- Demonstrated strong organizational and management skills.
- Evidence of the ability to work effectively and collaboratively with multiple groups and diverse constituencies.
- Demonstrated ability for handling multiple, complex projects simultaneously in a fast-paced environment.
- The ability to occasionally participate in evening and weekend events.

**COMPENSATION AND BENEFITS**

Constellation offers a benefits package that is competitive with industry standards. Salary is commensurate with experience. Salary Range: $85,000 – $105,000.

**THE CONSTELLATION FUND IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER**

The Constellation Fund is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Applicants from underrepresented backgrounds in philanthropy and applicants who identify as low-income are encouraged to apply.