



Communications Fellowship

Are you driven by a commitment to justice and a desire to support social change? Are you excited to learn about moving financial resources to support justice? Are you unafraid of contradictions and complexity and able to balance passion and pragmatism to advance critical work? Does working across many projects and getting a front row seat to the changing dynamics of social movements and philanthropy excite you? If so, you might be the perfect person to join the Ktisis team as our inaugural programs & learning fellow!

Fellowship Program Details:

- **Status** – Part-time, 10-15 hours/week
- **Compensation** – \$5,000 stipend
- **Location** – Remote (organization operates on EST work hours)
- **Timeline** – Deadline for submissions is rolling. We will accept applications until the position is filled. The fellowship will run from September 5th through December 22, 2023 (we are flexible on start/end dates if they conflict with other commitments).

The Ktisis Capital Fellowship Program was developed to support the project-based and content area needs of the firm and to support young professionals with aspirations of working in philanthropy and/or social justice. This fellowship program is situated in the context of supporting and furthering efforts and initiatives that advance racial, social, economic, and environmental justice. All fellows will also take part in an intentional and jointly-designed learning journey including regular collective learning, collaborative projects, and opportunities to connect with a range of Ktisis staff and partners.

For our Communications Fellow, we are looking for an applicant with at least some direct experience in developing and implementing an external communications strategy. This position would be a good fit for you if you are a graduate student studying communications, marketing, nonprofit and public administration, or social innovation or if you are early in your career and are looking to make an impact in the world of philanthropy and social change.

About Ktisis Capital

We are a progressive philanthropic advisory firm serving a mix of individual donors, families, foundations, and philanthropic collaboratives. Since 2015, we have worked with clients to help them create and refine their grantmaking strategies; manage their charitable, advocacy and political giving, and their impact investing; navigate challenging organizational questions on governance, generational transition, and mission change; develop funder collaboratives and donor networks and the related recruitment, engagement and programming strategies to make them thrive; and more.

Ktisis is based in Grand Rapids, MI with remote team members across the United States and our clients are spread across the country and the world. We are a small, tightly-woven, fast-moving team. We are a team of dedicated and innovative leaders with a passion for and commitment to justice in all its forms. We lead with a commitment to justice in the way that we provide services, in how we engage with our staff and partners, and fundamentally how we aspire to move through this world. We strive to advance access to opportunities to those most marginalized by historic and current systems and structures of oppression which disproportionately impact Black, Indigenous and People of Color (BIPOC); women; LGBTQ peoples; and ethnic and cultural minorities.

Responsibilities:

- Collaborate with staff to develop and execute communication strategies that align with Ktisis Capital's business objectives
- Assist in developing and creating content for the firm's website, social media platforms, blog, newsletter, reports, and other communications channels
- Support communications content pipeline and calendar
- Research and analyze industry trends and news to identify opportunities for content creation and engagement
- Participate in team meetings and brainstorming sessions to contribute to the development of marketing and communications strategies
- Pursue continuing education opportunities to stay up-to-date with industry trends and best practices
- General administrative and communications support as assigned.

Qualifications & Competencies:

- Strategic thinking: The ability to develop and implement a communications strategy aligned with the objectives of the firm and the interests of the target audience.
- Communication skills: Excellent written and verbal communication skills to create high-quality content and engage with digital audiences.
- Creativity: The ability to develop and co-develop with staff innovative and compelling content ideas that differentiate the firm and position it as a thought leader in the field of philanthropy.
- Project management: The ability to manage multiple projects and initiatives, prioritize tasks, and meet deadlines.
- Collaboration: The ability to work collaboratively with staff and other fellows to develop and implement the communications strategy.
- Digital marketing skills: Knowledge of digital marketing tools and techniques to increase engagement, such as email marketing, social media, and content optimization for search engines.
- Analytical skills: The ability to analyze data and metrics to measure the effectiveness of the communications strategy and make suggestions based on data.
- Adaptability: The ability to adapt to changing circumstances, stay up-to-date with new trends and technologies, and continually improve the communications strategy and implementation.
- Knowledge of philanthropy and social impact: At least some understanding of the field of philanthropy and social impact, including the latest trends and issues, and a demonstrated passion for advancing society toward justice.

Should you apply?

Not sure you meet 100% of our qualifications? If you believe that you could excel in this role, we encourage you to apply.

Ktisis Capital isn't just an equal opportunity employer. We are actively seeking to build a diverse and inclusive team with a wide range of backgrounds, perspectives, and skills. Whether you're new to this field and interested in this fellowship as a first career step, returning to work after a gap in employment, looking to transition into this field, or just ready to take the next step on your career path, we will be glad to have you on our radar.

Ktisis Capital does not discriminate based upon race, ethnicity, religion, national origin, gender, sexual orientation, gender identity, gender expression, age, status as a veteran, status as an individual with a disability, or any other protected characteristics.

Additionally, as we are dedicated to considering a broad array of candidates, including those with diverse workplace experiences and backgrounds we would note that research shows that men apply for jobs when they meet an average of 60% of the criteria. Yet