Position Description: Senior Writer/Editor

The FrameWorks Institute — a nonprofit think tank that designs, conducts, interprets and explains communications research to advance the resolution of social problems — seeks a highly organized, conceptually skilled and administratively experienced communicator to translate research findings into products appropriate to its community of NGO executives, policy leaders, scientists and funders. The successful candidate will be expected to read and interpret complex social science reports, write cogent summaries, apply research recommendations to the probable practices of front-line advocates and scientists and contribute to external-facing publications that document FrameWorks’ work and impact. The position requires extensive interface with a multi-disciplinary team of Ph.D. researchers and educators.

This position will support the President in translating research findings for nonprofit leaders and advocates, including the writing of MessageMemos and Toolkits, the composition of Keynote presentations, the creation of the Framer’s Almanac newsletter and contributions to other FrameWorks products. Excellent writing skills and a background in interpreting research are required. Position is based in Washington, DC.

The position will also support the organization’s mission in adapting research findings into training experiences that enable advocates, experts, practitioners and scientists to effectively reframe social issues. The ideal candidate will be able to contribute to the production of high quality interpretive and promotional tools, including scripts for video curriculum. Accordingly, the successful candidate will have experience with scientists, policy leaders and/or advocacy organizations or other experience that allows them to interpret research to meet the learning needs of sophisticated professionals.

We are seeking individuals who are excited about engaging in a multidisciplinary approach to studying and solving applied communications issues. This involves understanding a wide range of interdisciplinary research about how Americans think about social issues – from adolescent development to global warming, race, and other topics – and how scientists, policy experts and advocates can do a better job of engaging
the public in solutions. Candidates should be willing to read and study, to learn about new methods of data collection and to bring conceptual, analytic and organizational skills to support the work of FrameWorks staff. Dedication to and proven track record in producing high quality, on-time products is essential. Skills in editing, time-management, multi-tasking, collaboration in meeting deadlines and general management are required.

The successful candidate must have excellent writing and communication skills and experience working with nonprofit advocacy or public policy organizations. Advanced degree in communications, anthropology, sociology, political science, psychology or linguistics highly desirable. Evidence of successful management of complex administrative tasks is also required. Must be willing and able to travel.

REQUIRED SKILLS:

• Excellent management, analytic, writing and organizational skills.
• Ability to translate complex social science research and recommendations into accessible documents for a broad non-profit user group.
• Willingness to learn, to engage in independent study, to accept constructive criticism from mentors and to assist others in a variety of capacities and roles.
• Ability to independently manage time and the tasks associated with a fast-paced organizational agenda and ambitious organizational objectives.
• Professional, enthusiastic, collaborative, hard-working and “can do” attitude.
• Demonstrable evidence of strong written and oral communications skills.
• Experience in nonprofit, public policy-oriented organization.
• Advanced degree in relevant discipline required.

DUTIES & RESPONSIBILITIES

This position will perform the following tasks:

• Interact with researchers and learning staff to ensure accurate interpretation and translation of research findings
• Compose MessageMemos, Talking Points, scripts, newsletters, website materials, etc.
• Write proposals and reports to funders
• Manage events and details associated with project management
• Other responsibilities as necessary

This position will report to the President but must be collaborative and responsive to a wide array of staff and consultants around the country. Salary and benefits are commensurate with experience and personnel structure of the nonprofit FrameWorks Institute. Applicants should explain the relevance of the FrameWorks position to their ultimate career goals in a cover letter. Resume with complete employment history and education background plus three relevant writing samples or publications should be submitted electronically to jobs@frameworksinstitute.org. Review of applications will begin May 1 and continue until the search process has been concluded. Please check out FrameWorks’ website (www.frameworksinstitute.org) to ensure position is still available before submitting.