



## **Content Manager, Communications and Engagement**

The Henry Luce Foundation seeks a Content Manager to support our Communications and Engagement program.

### *About the Henry Luce Foundation*

The Henry Luce Foundation, established in 1936, is a private, nonprofit organization that seeks to enrich public discourse by promoting innovative scholarship, cultivating leadership, and fostering international understanding. With a focus on American art, Asia, theology, higher education, and public policy, the Foundation invests in programs that break new ground, inspire action, and create positive change.

### *A Vibrant and Collaborative Work Culture*

With a staff of 25, the Foundation offers an opportunity to build collaborative relationships across the organization in support of grantmaking. We offer an optional hybrid work schedule with most employees on site on Tuesdays, Wednesdays, and Thursdays. Our excellent benefits package includes 3 weeks of vacation time, holiday closing during the last week of the year, and a generous contribution to employee retirement savings.

### *Content Manager Duties and Responsibilities*

The Content Manager is responsible for creating a variety of internal and external communications materials for the Luce Foundation. The candidate will have strategic oversight of our content channels, including web, social media, and audio/video, to support the goals of the Communications team and the organization's broader mission. This role involves writing and editing thought leadership pieces, developing stories of impact for grantees and the Foundation, and editing board-related materials.

### *Qualifications*

The ideal candidate has bachelor's degree and two - five of relevant work experience, preferably at a foundation, college or university, arts/cultural institution, or non-governmental organization. Proficiency or willingness to learn tools for digital

content management (web, social media, email), survey platforms, desktop publishing, and video production is required..

### Compensation

The Foundation provides a competitive benefits package, generous time off policies and operates on a hybrid work schedule of three days in office work, and two days of remote work. The salary range for is \$80,000 - \$90,000.

Click here to apply for this job: <https://hluce.org/about/culture-careers/>

The Henry Luce Foundation is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.