



## **Job Posting**

### **ABOUT THE FOUNDATION**

One of the oldest American foundations, the Russell Sage Foundation was established in 1907 for “the improvement of social and living conditions in the United States.” RSF is a research center, a funding source for studies by scholars at other academic and research institutions, and an active member of the nation’s social science community.

The Foundation funds innovative social science research in four main program areas and several special initiatives; supports visiting scholars, researchers, and journalists; and publishes books and a journal based on the work of its grantees and visiting scholars.

**JOB TITLE:** Staff Writer & Digital Content Development Associate

**JOB SUMMARY:** Reporting to the Director of Communications, the Staff Writer and Digital Content Development Associate is responsible for writing promotional copy for the foundation’s general communications and publications marketing campaigns; creating and managing content for the foundation’s website; building the foundation’s online presence through the creation and dissemination of multimedia content, including webinars and podcasts; and assisting in publicizing the foundation’s research and publications to the general media, policymakers, and book buyers.

### **RESPONSIBILITIES:**

- Works closely with grantees, visiting scholars, authors, and program staff to prepare accessible text, graphic, and, when applicable, audio and video formats for RSF-supported research.
- Writes marketing copy for two seasonal publications catalogs, book and journal press releases, and other promotional materials.
- Writes and produces monthly e-newsletter, “The RSF Bulletin.”
- Writes and manages content for the RSF website, including summaries of research grants and visiting scholar projects.
- Works closely with program staff to develop and update program content on the website.
- Develops and writes long-form articles the substance and policy implications of RSF-supported research projects and publications.
- Works with the director of communications to develop and produce webinars and podcasts based on RSF-supported publications and research.
- Works closely with the director of communications in promoting foundation publications and research to print, broadcast, and online media.

## **REQUIREMENTS:**

- A B.A. or advanced degree in communications, journalism, English, or one of the social sciences (sociology, economics, or political science preferred).
- A strong understanding of both the qualitative and quantitative aspects of social science research.
- Must have three to five years professional experience in writing, editing, and proofreading, with the demonstrated ability to translate complex research findings into engaging and accessible prose.
- Some experience in producing webinars and podcasts and a firm understanding of internet trends and technology.
- Some professional experience in book publicity and marketing preferred.
- The ability to work well under deadline.
- Must be highly organized with enthusiasm for administrative detail.
- Must be capable of handling independent projects, prioritizing work, and flexible enough to switch among projects.

## **HOW TO APPLY**

Please submit a cover letter and resume to [jobs@rsage.org](mailto:jobs@rsage.org). The Russell Sage Foundation offers a collegial, stimulating work environment in New York City and an exceptional benefits package. Salary commensurate with experience. **No phone calls please.** Only qualified candidates will be contacted for an interview.