



**Plan Boldly.
Execute Smartly.
Succeed Fully.**

www.viva-strategy.com

Opportunity: *Communications Manager*

Salary: *DOQ/DOE*

VIVA Strategy + Communications is a social impact consulting firm providing transformative strategy and communications services to nonprofits, public agencies, and philanthropic organizations.

We seek a highly motivated, innovative and skilled communications professional to join our team. The ideal candidate will be creative, resourceful, independent, and love contributing to social good in a fast-paced environment.

The Communications Manager works in collaboration with the VIVA team to provide strategic communications services to its clients to amplify their social impact. The Communications Manager manages multiple client projects including developing project work plans with activities, budgets, assignments and timelines. This client-facing position leads project teams to provide diverse communications support, including branding, strategy development, collateral development, social and digital media, event planning and communications campaigns for clients.

Job Description

Key Responsibilities:

- Develop and implement integrated marketing and communications strategies
- Write communications plans, brand and marketing strategies, brand platforms, reports, and other multi-media content including brochures, articles, blogs, website copy, opinion pieces, ad copy and scripts, social media posts, press releases, and talking points
- Oversee assigned marketing, branding, and communications projects; establish and maintain project timelines; manage budgets
- Serve as the client lead or project manager on client projects
- Collaborate with other team members to ensure high quality, timely marketing and communication deliverables
- Supervise and support the professional growth of communications staff
- Manage vendors for design, website development, and collateral production
- Create business and client presentations and reports
- Identify, coordinate and write proposals for strategic communications projects
- Support company communication needs as assigned

Requirements

Education: Bachelor's degree required, preferably in communications, marketing, journalism, advertising or communications; Master's degree preferred

Experience:

- Minimum of 8 years of experience in marketing or communications
- Development of communications strategies, including communications and marketing plans
- Prolific writer, able to generate diversity of content
- Brand and content marketing experience (cause and educational a plus)
- Project management skills and experience managing multiple and complex projects

Knowledge, Skills, and Abilities:

- Excellent communication skills (written, oral, interpersonal, visual)
- Sophisticated ability to present complex information in a clear and engaging manner
- Graphic design, website development, and video production skills a plus
- Proficiency with Macs and MS Office
- Experience using project management tools and a CMS (Salesforce) very helpful
- Positive attitude and leadership ability
- Ability to exercise independent judgment
- Excellent customer service
- Strong problem solving, decision making, and strategic thinking ability

Benefits

VIVA offers competitive compensation and an attractive benefits package including health insurance, retirement with employee match, and 5 weeks paid time off annually.

The position is full time, based in San Carlos, CA.

How to Apply

Email a cover letter describing why you want to work with the VIVA team as well what qualifications position you as a strong candidate. Email your resume and cover letter to careers@viva-strategy.com. Please write your name and the title for this position (“Communications Manager – Your Name”) in the subject line of your email.

Although not required, we would love to get to know you before making a decision on phone interviews. If possible, please shoot a short video (30 seconds or less) that will tell us a little bit about you. Phone video quality is sufficient.

This position will remain open until filled with the right team member. Interviews will be conducted on a rolling basis.

Please do not call, email, or contact VIVA team members about this posting.