



# Sunnyvale Community Services

Preventing Homelessness and Hunger in Our Local Community

## Director of Marketing and Communications

The Director of Marketing and Communications is responsible for managing and executing all aspects of design, public relations, marketing, communications, social media, and online and print publications. Currently this is primarily an individual contributor job with the support of a marcom specialist.

### DUTIES & RESPONSIBILITIES

- Develop and execute an annual communications plan including the following: social media, online and print newsletters, website content and maintenance, public relations outreach, and video production, as needed
- Oversee external contributors including graphic design agency, public relations consultant, and others as needed
- Work with the Executive Director on the development of the Annual Report and other communications materials, including PowerPoint decks, brochures, etc.
- Manage brand communications images, messaging, and publications, with an eye toward consistency and accuracy
- Provide leadership and guidance to directors and managers on brand marketing and communications
- Develop client-facing communications including flyers, web content, and signage, as needed
- Work with leadership team and staff to recognize internal and external communications opportunities and solutions, to define and execute appropriate strategies to support them
- Work collaboratively with Director of Development on donor events, providing marketing and communications support as needed
- Work collaboratively with Programs and Services team on volunteer events, providing marketing and communications support as needed
- Leverage your skills and network to deliver on these and other assignments as requested

## **QUALIFICATIONS**

- Bachelor's degree or equivalent experience in relevant field
- 5 years of progressive, professional experience in communications
- 5 years of experience working with web-based and social media communications
- Experience running a marketing function
- Demonstrated management skills and project management competence, including the ability to set clear goals, organize projects, establish and manage budgets, develop work processes, and supervise others.
- Robust copywriting skills
- Awareness and sensitivity to branding and key messaging within a mission-based organization
- Ability and willingness to work occasional evenings and weekends as needed for the job

## **HOW TO APPLY**

Please submit a resume and cover letter to [jobs@svcommunityservices.org](mailto:jobs@svcommunityservices.org). Sunnyvale Community Services is an Equal Opportunity Employer and is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, contractors, vendors, and clients.

*SCS requires ALL employees to be fully vaccinated against COVID-19 including first booster.*