



Job Description: Communications Manager

About The FUND: The Fund for Santa Barbara (est. 1980) is a non-traditional community foundation that supports organizations and groups working for progressive social change in Santa Barbara County. The FUND is dedicated to helping find solutions to current and emerging social problems and issues that challenge our society as a whole. To learn more about The FUND and its history, visit our [website](#).

Mission: Advancing progressive change by strengthening movements for Economic, Environmental, Political, Racial, and Social Justice.

POSITION SUMMARY

The Fund for Santa Barbara is seeking a dynamic, self-motivated and talented individual to lead our communications efforts. In this position, you will be in charge of overseeing the communications timeline and distribution for strategic, values aligned, and program communications (programmatic communications with support from Programs Associate). The ideal candidate will be an excellent communicator and storyteller with an eye for detail and strong presentation and organizational skills.

ESSENTIAL FUNCTIONS:

General:

- In collaboration with FUND leadership, develop and implement a communications strategy to support achieving organizational and program goals by:
 - Working collaboratively with program staff to ensure that The FUND's programmatic work and efforts are getting documented and made visible to the greater community and public.
 - Establishing ways to showcase The FUND's five program strategies.
- Manage and execute the organizational communication strategy through various platforms and means including:
 - Digital & print media (including op-eds, press releases, The Giving List)
 - The FUND's Website (with support from program staff + interns)
 - Emma (Our Email Marketing Platform)
 - Social Media: Instagram, Facebook, LinkedIn
- Maintain the integrity and uniformity of the FUND's brand by ensuring that brand guidelines are applied across all programs and platforms.
- Oversee promotion/distribution calendar (with support from Program Associate) for all programmatic, strategic, and development communications.
- Oversee The FUND's key messaging efforts.
- Write narrative and statement pieces that reflect the FUND's Mission, Vision Statement, and organizational values.
- Lead in the development and delivery of Bread & Roses branding and communications with contract graphic designer.
- Oversee FUND photography/image procural & storage (point of contact for photographers, quality control, shot lists).
- Supervise Communications Intern(s).
- Perform outreach to the community on behalf of the FUND including attending relevant community events.



Project Management

- Develop and maintain a work plan that can inform week-to-week communications planning
- Determine and define project scope, timeline, and objectives
- Predict resources needed to reach objectives and manage resources in an effective and efficient manner
- Prepare budget based on scope of work and resource requirements
- Track project costs in order to meet budget
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables
- Measure project performance to identify areas for improvement

***Plus other duties as assigned**

DESIRED QUALIFICATIONS:

- A strong commitment to the mission and philosophy of the Fund for Santa Barbara.
- Bachelor's degree in communications, journalism, public relations or relevant field preferred.
- A minimum of two years working in a Communications Role (within the non-profit, social justice sector preferred)
- Exceptional organizational, interpersonal communication and leadership skills in order to promote and preserve a cohesive work atmosphere
- Strong knowledge of communication practices and techniques.
- Proven experience creating targeted content.
- An ability to synthesize complex information.
- Adaptability to address emerging issues as they arise.
- Bilingual/bicultural (Spanish/English) strongly preferred.
- Outstanding written and verbal communication skills.
- Ability to work with minimal supervision, manage multiple deadlines and thrive in a fast-paced, highly social environment
- Excellent problem-solving skills
- Strong computing and IT skills including and (at minimum) fluency in: Microsoft Office Suite, social media platforms, email marketing and CRM Databases
- Experience working on the backend of websites, wordpress preferred.
- Cultural awareness competency (first generation, BIPOC, immigrant, etc.)
- Valid driver's license, mobile phone and the ability to travel throughout Santa Barbara County
- We require COVID-19 vaccines and boosters for all employees. Exemptions may be requested for medical reasons or religious beliefs

SCHEDULE

This position is hybrid with weekly in-person requirements at both South County (Santa Barbara) and North County (Santa Maria) offices. Our hours of operation are 9am-5pm Monday-Friday. Availability to work occasional nights, weekends, and travel are required.



Location: Hybrid (remote/in-person) within Santa Barbara County - based out of the South County office (Santa Barbara) or North County Office (Santa Maria).

COMPENSATION

The Fund for Santa Barbara offers a progressive work environment, competitive benefits package, and salary that is commensurate with education and related work experience.

Reports to: Executive Director

Compensation/Job Status: Non-exempt, hourly, full-time, benefits-eligible position

Rate: \$29-31/hour commensurate with experience

BENEFITS

Paid Time off

- New hires accrue up to three weeks of personal paid time off
- 13 paid holidays
- Paid volunteer time off

Health and Wellness

- 100% employer-subsidized medical, dental, vision insurance and supplemental Aflac Accident Policy
- Optional Aflac supplemental plans

Financial Benefits

- Optional retirement plan with 3% employer match
- Ongoing professional training
- Paid parking and mileage reimbursement

COMMITMENT TO DIVERSITY

The Fund for Santa Barbara is an equal opportunity/affirmative action employer committed to racial equity and to creating a work environment where all individuals are valued and respected. We believe that racial equity and inclusion are essential to organizational effectiveness and excellence. The FUND encourages applicants from diverse backgrounds and strives to hire qualified staff reflecting the rich diversity of the communities we serve. We define diversity in broad terms to include race, ethnicity, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, and socio-economic status.

APPLY

Timeline: Priority will be given to applications received by **November 30, 2023**. Position open until filled. To apply, please email a cover letter, resume, a minimum of 2 writing samples and 3 references (in a single combined PDF) explaining your interest and how your skills and work experience fit the position to the below address.

Andres Armenta, Office Manager

andres@fundforsantabarbara.org

Subject: Communications Manager + Your name