



Job Description: Integrator

Location: San Francisco, CA /Remote

About You

Are you a strategic thinker who understands how all divisions of the business play an important part in the success of an organization? Do you enjoy coaching and mentoring people so they can contribute to the success of the business? Are you goal oriented and do whatever it takes to get things done? Do you hold yourself and others accountable to achieve all initiatives?

This Person

We are looking for someone who can take our vision and successfully execute. You are the glue that holds our organization together. You provide structure and accountability for the organization while holding yourself accountable for the P&L results. You remove obstacles and barriers to ensure the vision is accomplished. You are always looking for new and better ways to achieve the goals, your thirst for new knowledge is great.

The Ideal Candidate

The ideal candidate is someone who operates on sound logic. They drive execution, force resolution and focus and unites the team to execute the mission and vision. Their decision making is focused on implementing practical, timely solutions. They have a leadership style that is firm and goal oriented, and yet motivates, trains, and engages others. This person easily builds rapport and relationships with individuals and groups and is outgoing, poised and persuasive in their communication style. This person learns quickly, works at a faster than average pace, and easily changes and adapts as conditions change.

Position Overview

The focus of this job is on achieving results which are aligned with the larger picture of the organization and its strategic goals. As a part of the Leadership Team, the Integrator is the doer, they make things happen! The day to day work involves innovation and creativity in generating ideas for quick response due to environmental and organizational conditions changing rapidly. This job requires the ability to multi-task successfully. The emphasis is on results, and effective systems that achieve results through and with people. They are catalysts for change and they ensure the right people are in the right roles. They look for opportunities for improvement and never settle for what they already know.

Main Responsibilities

- Partner with the CEO (Visionary) on short and long term planning.
- Effectively collaborates with the CEO (visionary) to remain aligned at all times.
- Identify areas of opportunities for capital improvements across the Agency, including opportunities to improve revenue through strong P&L management, increase margin, reduce, cost and increase profitability through the Agency all while improving efficiency.
- Develops and implements strategies, procedures and business plans needed to enhance company growth.
- Executes the business plan, achieving or exceeding planned P&L objectives

Phone 415.274.1821 Address 1388 Sutter Street, Suite 510, San Francisco, CA 94109

Web www.davis-pr.com



- Leads, manages and holds the leadership team accountable for achieving agreed-upon commitments. Approximately 5 direct reports.
- Drives and increases utilization
- Facilitates L10s, one on ones, quarterly, and annual meetings to maintain Agency clarity by confirming messages are properly and consistently cascaded across the organization
- Provides guidance and direction to the Agency in planning and organization of all systems, people, and processes to ensure alignment with defined organization goals and strategic plans.
- Integrates all major operating functions of the business using the Entrepreneurial Operating System (EOS).
- Identifies essential key performance/operational metrics, data analysis, and processes.
- Ensures all department/staff members are moving forward in the same direction, together.
- Models the way, always working toward the greater good of the business.
- Ensures that everyone is truly following and adhering to the company's core processes and operating system with consistency
- Demonstrates a relentless obsession with values alignment, focus, simplicity, and clarity and ensures the same exists through the Agency.
- Identifies problems and issues and resolves quickly and effectively.
- Ensures that everyone is in the know and verifies that a high level of effective communication exists throughout the Agency.

Minimum Qualifications

- BA or BS in Business Administration, Organizational Development or a related degree
- MBA or similar advanced degree, a plus!
- 10+ years of senior leadership experience, building and working with a cohesive cross-functional leadership team demonstrating the ability to Simplify, Delegate, Predict, Systemize and Structure.
- Strong preference for Agency experience (PR, Communications, Marketing, Advertising)

Key Attributes, Knowledge, Skills and Abilities

- Familiarity with EOS a plus, ability to ramp up quickly
- Excellent people skills, business acumen, and exemplary work ethic
- Energized by challenges and enjoys overcoming obstacles
- Decisive problem solver
- Ability to prioritize, make decisions and hold self and others accountable
- Good analytical skills, process and data driven, ability to create and deploy repeatable effective workflow processes.
- Collaborative leadership skills
- Extroverted, confident, enthusiastic and persuasive
- Player-coach who can manage teams and get into the weeds when necessary.
- Strategic thinker
- Catalyst for positive change
- Sense of urgency for goal achievement
- Comfortable taking risks

Phone 415.274.1821 Address 1388 Sutter Street, Suite 510, San Francisco, CA 94109

Web www.davis-pr.com



- Continuous learner
- Great communicator
- Get it done attitude at all times

About Us

Founded in San Francisco in 1996, D&A is a full-service equity-first communications firm dedicated to public service, community engagement, and building bridges that strengthen and connect diverse communities. We offer unparalleled expertise in developing integrated strategies from comprehensive public engagement to innovative internal workshops, training, and tools designed to constructively shape equitable outcomes. Our work is developed using an equity lens and our lived experiences to create outcomes that produce transformative changes block by block, project by project. We use an integrated communications approach to reach and engage stakeholders. Much of our work extends out into the community using methods to connect with individuals where they are.

This position is a hybrid role, working remotely from home with some time spent in the SF office.

Application Process

Please submit a cover letter, resume, salary requirements to hr@davis-pr.com. Please include the position you are applying for in the email subject line. No faxed applications will be accepted. Please no phone calls.

Competitive salary and full benefits package offered to the right person with proven required skills, abilities, and expertise.