



## Senior Integrated Communications Manager

Location: SF/Remote

### **What You Will Be Doing: Creating a More Just and Equitable Society**

Your work will directly impact the quality of life of those in many different communities. You will be working side by side with clients who value engaging diverse communities in meaningful dialogue. You'll get the opportunity to develop culturally inclusive integrated communications strategies. You will also work with a smart, supportive team of communication wizards.

You will be working on projects such as addressing barriers to mobility and transportation in underserved communities; rebranding beloved places, spaces, infrastructure, and government agencies that make up the fabric of our community; working with community groups and city departments to advance reform of government fees and fines that adversely impact low-income residents and communities of color; collaborating to working with government agencies on the shortage of affordable housing; to raising awareness about environmental resiliency; to creating marketing strategies and branding that reflects an equity lens; to crafting integrated communications strategies to reach people where they are; to creating public policy initiatives that ensure diversity and inclusion is valued. You'll have the opportunity to engage with stakeholders and community thought leaders through focus groups, town hall meetings, surveys, and more.

### **Who You Are**

You are a driven leader with a growth mindset who can guide and lead a team of internal and external partners to move things forward. You have the ability to engage, inspire, and motivate those around you to meet and exceed desired outcomes. You can maintain a holistic view of projects without losing track of the details. You are comfortable acting decisively in a collaborative environment to keep projects on time and on budget. You can coordinate tasks; create a project plan; monitor and control utilization; and excel at identifying a clear-cut plan of action and the resources needed.

You can effectively communicate and have the ability to solve problems quickly and efficiently. You are a gifted writer with the ability to match the voice of the client and our Agency. You have experience managing clients and the ability to best understand their unique needs (both stated and unstated). You have experience developing integrated communications programs to reach diverse audiences, including branding, marketing, digital media, advertising, public education, and engagement. You have strong presentation skills and a good understanding of social media tools.

Because D&A champions new and innovative approaches, we will rely on your ability to pitch non-traditional ideas in ways that inspire client confidence. You can synthesize dense information



and prioritize project goals. You are comfortable with public speaking and working with diverse communities.

### **Key Responsibilities**

- Build, manage, and maintain client relationships. Manage client communications by interfacing directly with clients to understand their needs, ambitions, limitations, and concerns (both stated and implied)
- Manage projects from inception to completion, including developing project plans and timelines, scopes of work, and project budgets.
- Develop, implement and manage integrated marketing, branding, media relations, and communication program research, messaging, public engagement tools, and social media
- Write and edit outbound communications, including but not limited to scopes of work, project schedules and budgets, promotional materials, collateral materials, proposals, website content, newsletters, and annual reports
- Develop and manage public awareness campaigns, special events; community partnerships, face-to-face outreach, and outreach programs that utilize social media and online tools to engage the public and facilitate the exchange of information
- Establish advocacy groups and interface with community organizations
- Mentor junior staff to help them develop professionally
- Actively participate in a collaborative team effort in the company's proposal, RFP, and RFQ processes and ability to lead the team in content crafting, messaging, and package completion

### **Education and Experience**

- BS/BA in a discipline related to Communications, Public Relations, Marketing, Journalism, or English (a plus)
- 5+ years of experience in PR, Communications, Marketing, Advertising, or Public Affairs. Agency experience preferred.
- 3+ years of managing client relationships
- 3+ years of project management experience (handling multiple projects simultaneously)
- 2+ years of leading project teams
- Demonstrated experience developing, directing, and executing integrated strategic communication plans
- Above-average understanding of the latest integrated marketing and communication tools and trends, including social media, multimedia production, and influencer marketing
- Advanced-level experience with Microsoft Office Suite in a Mac operating office environment, Google Drive, and Slack or other project management tools



- Experience working with elected officials, government agencies, community groups, public education, or any bureaucratic agency is a plus!!
- Graphic design capabilities and data analysis experience is a huge plus!

## About Us

D&A Communications is an equity-first communications agency creating meaningful and lasting social change for 25 years. We are devoted to bridging the needs of diverse communities and our client's goals through integrated communications, authentic engagement, and public participation programs that create real-world transformation. Our mission is to build human connections and empower all people to make a transformative change that elevates our communities, creating a more just and equitable society.

At D&A Communications, we believe in transparency and open communication. We value everyone's feedback, creativity, and innovative thinking. We are an eclectic team of self-motivated warriors working together to impact our community positively. Our goal is to grow and develop all our team members to their fullest potential. The common thread that ties us all together is our passion for making a difference.

## About Our Culture

We encourage your ideas and input, and as an equity-first agency, your voice and lived experience make a significant impact both internally and on the communities we serve. We believe in work/life balance and are constantly evolving to meet the ever-changing needs of our employees and our community. We champion making space for our team members to have the freedom to openly and actively contribute their diverse perspectives. We believe that people work best in an environment where they are recognized for their efforts and respected as individuals. We work collaboratively as a team. We measure our success against our values:

**Grit** - We get s###t done

**Courage** - We are brave and daring

**Intentional** - We are committed to meaningful work

**Fluency** - We are experts in the language of Communications

**Impact** - We believe in doing good by doing better

**Resilient** - We are quick to respond and recover with optimism and conviction

**Creative** - We believe in bold, future-focused ideas



We foster a hardworking, energetic, passionate, creative, and remote-first culture. D&A also promotes a dynamic working environment, offering full-time jobs with no travel requirements and optional remote flexibility. Eligible employees also receive a comprehensive benefits package and competitive compensation that includes medical, dental, and health benefits and LTD, STD, ADD/Life. Benefits include vacation and sick time, holidays, a 401(k) matched by D&A, a professional development stipend, and a monthly phone/internet reimbursement. We strongly believe in and gladly support investing in our employees, their health and well-being, future retirement, and professional development.

**Application Process: Join Us and Be a Part of Something That Matters**

Please submit a cover letter, resume, salary requirements, and other necessary information (i.e., link to your portfolio or writing samples) to [hr@davis-pr.com](mailto: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.