



## **Position Profile: Director, Communications (50% FTE Position)**

Hirsch Philanthropy Partners

San Francisco, California

### **About Hirsch Philanthropy Partners**

Hirsch Philanthropy Partners believes in actively creating a more equitable and uplifting world through meaningful, high-impact collaboration.

As a pioneer in the field of philanthropic advising, Hirsch Philanthropy Partners has more than two decades of experience helping individuals, families, and foundations create and implement visionary giving strategies. Our team directs over \$115M annually to the organizations, community leaders, and public sector agencies boldly solving our most pressing social issues. Our deep Bay Area and national roots and relationships catalyze potent connections and ignite change.

Our ability to bring people together to solve problems, belief in the possibility of innovative methods and surprising ideas, and courage to make the world better in spite of great disparities serve as the foundation for our work. We ask the right questions, design original solutions, and take big ideas to the next level.

While our world is complex and our challenges greater than ever, Hirsch's vision, optimism, and experience forge an ambitious path in response to growing and shifting demands. We know what's possible because we've created impact for more than 20 years. Our team believes in the power of creating deep, systemic change for future generations. We believe that our work can transform the world.

Our talented staff have served as leaders of national nonprofits and congressional offices, management consultants, advertising executives, foundation staff, teachers, and advocates. We are specialists in a wide range of issues including education, democracy, health, racial and economic justice, environmental protection, the arts, community development and more.

For more information about our firm, please visit our website: [www.hirschphilanthropy.com](http://www.hirschphilanthropy.com)

### **Position Opportunity**

Hirsch Philanthropy Partners has more than tripled in size over the last several years and continues to expand at a fast pace to meet growing demand for our exceptional services. Following the launch of a new website and refreshed brand, led by a small communications team with dual responsibility for both client philanthropy programs and communications, the Director of Communications is an exciting new part-time (50%) position dedicated to developing and implementing strategic communications and marketing efforts aligned with the firm's vision and goals.

The Director of Communications, reporting to the Senior Director who oversees communications, will work closely with the small communications team as well as the CEO to refine and implement a communications plan that elevates awareness and visibility of the Hirsch brand as a philanthropic leader and drives business development with philanthropists and referral partners.



We are seeking an experienced communications leader with the talent to translate vision and strategy into a sophisticated, thoughtful, compelling, and results-oriented communications program. The ideal candidate is a proven leader with strong generalist communications expertise plus deeper experience in one or more communications areas, including marketing, public relations, media, digital, and storytelling.

The ideal candidate will have a multi-faceted passion for philanthropy, the Bay Area community, social justice and business development, grounded in the core values of Hirsch Philanthropy Partners (courage; creativity; collaboration; change) and our mission to create high-impact social change. The ideal candidate will have a proven track record and related experience in philanthropy and public, private or nonprofit sectors; experience with professional services or consulting firms desirable.

### **Ongoing Responsibilities**

- Develop effective communications and marketing strategies
- Refine, build upon, and execute a comprehensive communications strategy
- Create sophisticated, nuanced and influential messaging intended for high profile philanthropists and our client-facing teams
- Manage all communications materials and marketing collateral; oversee the creation of digital, video, audio, and print content, plus managing design and other consultants as needed
- Lead successful e-marketing efforts; build and track engagement across various platforms
- Oversee management of the website, including SEO
- Serve as primary media contact; develop media strategy, possibly including with media consultant; maintain contacts with media, influencers, and community leaders
- Advance brand voice and integrity across all of the firm's media platforms
- Identify and facilitate the firm's participation at relevant community and sector events and conferences
- Manage communications and marketing budget
- Program and/or project manage .75 FTE (shared among three people)
- Manage vendors as appropriate, i.e., web design, graphic design, media, copywriting

### **Skills, Qualifications and Characteristics**

- Exceptional written and verbal communications, and presentation skills
- Demonstrated project management and organizational skills
- Strategic and goal-oriented leader
- Self-starter with excellent judgment and decision-making
- Collegial, collaborative team member
- Adept at working with C-level executives, philanthropists, and community leaders
- Thrives in a mission driven organization that strongly values firm culture, integrity and collaboration at all levels
- Possesses intellectual curiosity — constantly exploring and learning
- Creative and innovative problem solver
- Ability to work with humor and grace under pressure

## **Education and Experience Requirements**

- 7-10 years of communications, marketing, public relations, or related experience
- Minimum of 3-5 years working in philanthropy or related sector, preferably focused in the Bay Area
- Experience utilizing communications to drive organizational mission-driven and/or business development goals
- Impeccable writing and copy-editing abilities, with experience developing inspiring and insightful narrative, publishing persuasive copy
- Experience managing digital content
- Expertise with messaging and media relations
- Proficiency with Microsoft Office (Excel, PowerPoint, Word)
- Familiarity with content management systems; marketing platforms e.g., Mailchimp; search engine marketing, Google Analytics, and Google AdWords a plus
- Basic familiarity with Adobe Creative Cloud (Photoshop, InDesign, Premiere Pro) and graphic design a plus
- Bachelor's degree in liberal arts, communications, marketing or a related discipline
- Advanced degree in related field preferred

## **Compensation and Benefits**

Compensation includes a competitive base salary, performance-based bonus and an excellent package of health, retirement savings and other benefits.

- Medical, Dental, & Vision Coverage, and Disability & Life Insurance: we offer several options for affordable healthcare coverage. In addition, we also provide life insurance, disability and other coverages.
- Paid Time Off and Holidays: we offer a competitive PTO package and an additional ten paid holidays each year.
- Flexible Work Arrangements: our firm supports a flexible work arrangement and offers eligible employees up to two remote workdays per week.
- 401(k) plan offered to eligible employees following 3 months of employment. Hirsch will match 3% of eligible compensation (immediate vesting), regardless of whether the employee participates in the plan.
- Additional Benefits: we also offer a pre-tax commuter benefit, flexible spending account, and volunteer leave.

\*The company reserves the right to modify and change benefits as needed and at their sole discretion.

Location: Bay Area (San Francisco Preferred)

## **Application Instructions**

For an initial conversation to explore this position or learn more, please contact Lisa Long at [llong@clearturn.com](mailto:llong@clearturn.com).



We promote diversity of thought, culture and background. We are committed to a collaborative work environment that supports, inspires, and respects all individuals and provides employees with a work environment free of discrimination and harassment. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.