

## **Job Description Communications Director Summer 2021**

### **WHO WE ARE**

Third Sector is a 501(c)3 nonprofit organization with a mission to transform public systems to advance improved and equitable outcomes for people that engage with human services. We partner with governments, service providers, and their partners to generate positive, measurable outcomes for people they serve using public funding and data. We work alongside communities to help build a future that includes improved educational opportunity, economic mobility, housing stability, and physical and mental health. When our work is complete, organizations entrusted to use public and private funds will have the systems, tools, and data to do more and do better for our communities.

Since 2011, we have worked with more than 40 communities and transitioned over \$1 billion in public funding to social programs that measurably improve lives. Our team of more than 50 employees is united by our mission and our individual and collective commitments toward dismantling systemic racism in the United States.

### **THE ROLE**

We are looking for a driven, entrepreneurial, and equity-focused professional who is deeply passionate about working with government to create a more equitable and prosperous society where everyone can thrive. Your primary responsibility will be to develop and lead Third Sector's communication strategy, focused on a wide range of communications initiatives and projects that will increase our visibility and brand awareness. As Communications Director, you will lead the organization in telling the story of our work and its impact to a wide array of audiences. You will collaborate with staff throughout the organization at all levels as well as external partners and our clients. You will also be responsible for leading and managing a team including a Senior Communications Associate and external communications partners.

### **YOUR EXPERIENCE**

8-10 years of professional experience

The Communications Director is responsible for leading the promotion and advancement of the Third Sector brand, including:

- Leading strategic planning and execution for all external communications to raise the profile of Third Sector across a wide range of audiences within the US (federal/state/local government, philanthropy, service providers, coalition networks, and data/advocacy partners);

- Leading the development and execution of both a multi-year communications strategy and annual communications plan as well as developing and overseeing an annual communications budget;
- Tracking developments, trends and changes across the sectors we work in and advising on the implications for our strategy;
- Leading public relations by acting as a primary media spokesperson, responding to any incoming press inquiries, and proactively seeking coverage of our work (op-eds, features, etc.);
- Leading development of staff, especially senior leadership, in impactful communication skills;
- Building and maintaining relationships with strategic earned media and others who can publish our content;
- Setting the standard for quality of deliverables and communications throughout the firm;
- Aligning resources to support teams with external communications on their individual projects;
- Overseeing the development and distribution of Third Sector content, including briefing papers and reports, speaking engagements, conferences and events, social media, press articles, blogs and other content channels;
- Supporting internal communications strategy in partnership with the Business Development, Human Resources, Finance, Operations, and Executive teams;
- Leading the Communications team, including managing workflow and providing guidance and staff development

The Communications Director reports to the Managing Director, Partnerships & Business Development. They will be responsible for the smooth operation of the Communications team and supervising one permanent staff member and external agency partners.

## **YOUR SKILLS AND COMPETENCIES**

Our work is analytical, collaborative, and challenging. Successful candidates are creative team players who effectively collaborate with others to produce high quality content, are committed to their own learning and growth, and possess the following skills and competencies:

**Story Telling:** An ability to craft compelling, human-centered stories about the impact and value of an organization's work to various audiences and build the ability of the organization and its staff to craft compelling stories.

**Written and Verbal Communication:** Strong written and verbal communication skills with an ability to create original written content and deliver verbal presentations in multiple settings.

**Leadership and Project Management:** Collaborate with staff of all levels on multiple projects and initiatives while managing own workflow and designated work streams independently.

**Creativity, Initiative, and Thought Leadership:** Exhibit strong problem-solving skills and proactively contribute to identifying ways to expand Third Sector's impact and brand.

**Active Listening and Commitment to Equity:** An ability to listen with an open mind, develop trusting relationships with external partners and colleagues, and possess a deep commitment to advancing racial equity personally and through our project work.

**Learning Mindset:** A desire for continuous improvement and a foundation of self-awareness that provides space for learning and growth for you and your colleagues.

## HOW WE RECRUIT GREAT TEAM MEMBERS

We use scenario-based exercises throughout our recruitment process to expose you to our work and to evaluate your potential to contribute to our team. Our recruitment process stages are outlined below:

1. Resume/CV submitted for initial screening (see instructions below)
2. First round interview to understand your interest in the position and to assess your strategic communication skills
3. Second round interview to assess your critical thinking, analytical, and communication skills and candidates provide three relevant work examples, such as writing samples, videos, or graphic design projects
4. Professional references requested
5. Third round interview with a member of our Executive Team to understand what lived experiences and skills you will bring to Third Sector
6. Offer issued

Note: About midway through the interview process, all candidates will be connected to a Third Sector team member and you will be given the opportunity to ask them any questions you have about their experience working here, their work on internal and client projects, how they've experienced our equity journey, etc. *This conversation will not be used to evaluate candidates in any way.* This conversation is meant to serve as an open and honest opportunity for candidates to learn more about our culture and work environment before progressing to the final stages of the interview process.

We are committed to transparency throughout this process. We understand that interviewing can be stressful and aim to minimize that stress and uncertainty. To give you a sense of timing, steps two through six above typically take four to five weeks.

This is a full-time position. The FLSA status for this position is exempt with a salary range of \$116,500 to \$138,500. Starting salary is determined by experience level within this range and location. Third Sector also provides competitive benefits including medical, dental, and vision benefits, life insurance, a 401K plan with a 4% match, technology stipend and technology support services and more.

The intended start date for this position is as soon as possible.

We welcome applicants from anywhere in the continental United States. During the coronavirus pandemic, Third Sector staff are all currently working from home until September 2021. We currently

have offices in Boston and San Francisco but living in or being willing to relocate to Boston or San Francisco is not required for this position.

Candidates will be reviewed on a rolling basis. This search is being managed by Larnell Vickers Enterprises. Interested candidates should submit a resume/CV to [recruitment@larnellvickers.com](mailto:recruitment@larnellvickers.com) to apply.