



ANNOUNCEMENT: Job Opening

COMMUNICATIONS & SOCIAL MEDIA MANAGER

Location: San Francisco, CA

Futures Without Violence (FUTURES) is a national non-profit and social change organization that works to end violence against women and children in US around the world. We're a team of educators, strategists, trainers and grassroots organizers who develop programs that can change social norms, prevent domestic violence and create the conditions and experiences that children and adults need to heal and thrive.

DEPARTMENT & POSITION:

The Communications and Digital Media Manager is a strong and seasoned communications professional with excellent project management, writing abilities and oral communication skills. The incumbent must be a results-driven individual adept at multi-tasking in a fast-paced environment and works collaboratively with a high-energy group of individuals who are passionate about programs, policies and social action campaigns.

On the digital front, the manager works with the Communications team and consulting experts to develop and manage organization website, as well as create and optimize online and social media opportunities that help us expand our community of enthusiastic advocates and supporters. The manager must be energetic, creative, detail-oriented, knowledgeable about online opportunities, trends and insights and be able to collaborate and share this information with colleagues. The manager must also be able to analyze data and social media tools that will build our community.

JOB RESPONSIBILITIES:

General Management:

- Work closely with Director of Communications and program teams to implement content strategies that promote programs, initiatives, and FUTURES expertise
- Respond to media inquiry, coordinate media interviews, prepare briefing documents for staff
- Provide editorial guidance to staff in managing their program websites to have a consistent FUTURES voice and look throughout
- Curate and produce FUTURES e-newsletters, press releases, executive bios and briefing materials that conveys strong and effective messages needed for various initiatives
- Support internal communication by proactive communication within the organization, including strategic priorities and program updates to promote information sharing and collaboration

Digital Media:

- Create, manage, and monitor content for FUTURES' website and serve as the project manager for updates and new development of futureswithoutviolence.org in coordination with the webmaster, web developers, and program staff
- Monitor FUTURES daily presence in social networking sites including Facebook, Twitter, Instagram, and community sites, post on relevant blogs, moderate discussions, and seed content on social media applications as needed, in collaboration with consulting expert.

- Create and manage online initiatives including viral campaigns, Google Grants, online advertising and contests
- Support initiatives to capture supporter emails and other list building efforts to grow the organizational database
- Monitor and share important metrics, and provide analysis of new and ongoing constituent mobilization campaigns
- Work across departments – including Public Education, Public Engagement, Policy and Advocacy, and Development – to construct plans and tactics for online mobilization that supports the ongoing work of FUTURES
- Manage the email calendar for the organization to coordinate appropriate timing and cadence of communications across teams
- Draft and manage general FUTURES email communications (ie: monthly newsletter from President/CEO)
- Become an advocate of the organizational mission in social media spaces, engaging in dialogues and answering questions where appropriate

EDUCATION, EXPERIENCE & SKILLS:

- BA/BS or equivalent in communications, journalism, marketing, or a related field
- At least 5 years of communications experience
- Excellent understanding of technology, social media platforms, and motivating action online
- Avid social media user and previous experience in creating content for Facebook, Instagram, Twitter and LinkedIn
- Experience with blogs, social networking sites, and email list communications
- Solid project management experience with ability to successfully self-manage multiple projects and tasks simultaneously with detail and quality
- Exceptional interpersonal and communication skills, especially writing and content creation
- Excellent relationship building and inter-personal skills
- Proficient with Microsoft Office products
- Must thrive in a fast-paced, diverse environment focused on innovation, teamwork, and results
- Experience with Salesforce database, Pardot email marketing and Canva design tool a plus

SALARY AND BENEFITS:

This is full-time, exempt position with a pay range of \$70-80,000/year, commensurate with experience and expertise and work location. FUTURES offers a competitive benefits package.

PLEASE SEND RESUME AND COVER LETTER TO: Jobs@futureswithoutviolence.org. Applications will be considered on a rolling basis

FUTURES welcomes applications from people of color, indigenous people, LGBTQ individuals, and other communities that have been marginalized and disproportionately impacted by violence and abuse. FUTURES maintains a diverse and dynamic workforce and is committed to providing equal employment opportunities (EEO) to all employees and applicants for employment and promotions without regard to race, color, religion, gender, sexual orientation, gender identity, marital status, veteran status, age, national origin, disability, or any other basis protected by federal, state or local law.