



## Seeking a civic-minded, experienced communications professional to serve as our new Communications Manager

### About the Organization

[Seattle CityClub](#) is a nonpartisan, nonprofit organization that informs and inspires people to engage in the most important issues facing our city, state and nation. Founded in 1981 by eight civic-minded women who were barred from joining the men-only Rotary Club of their time, CityClub was established as a broad-based venue for civic participation. Today, we no longer operate as a membership-style club but as a mission-driven nonprofit organization whose programs are open and welcoming to all.

Our programs include local and statewide political candidate debates; dialogues and forums held in person and later televised with influential leaders in government, business, education and civic affairs; in-depth, day-long workshops on critical issues like homelessness and civil rights; a survey and report on our region's civic health; an annual fundraising luncheon; and more. Every year, Seattle CityClub serves more than 30,000 Puget Sound residents in person and online; our broadcasts reach 1 million Washingtonians.


We are a small and collaborative work team of 7.5 FTE staff members, overseen by a 30-member Board of Directors made up of deeply committed community leaders. We take our work seriously but also strive to have fun in the workplace, expand our professional skills and enhance our commitment to diversity, equity and inclusion. Our office is located in the Impact Hub in the Pioneer Square neighborhood of Seattle.

### About the Position

The Communications Manager reports to the Executive Director and is responsible for developing and executing all of CityClub's communications, marketing and public relations strategies to advance awareness and understanding of our role in shaping a stronger democracy as a mission-based nonprofit organization. The Manager is a skilled and strategic communicator who helps increase philanthropic contributions, promote CityClub programs, reach diverse audiences and support relationships with sponsors, media and community partners. This is a full-time salaried position, approximately 40 hours per week, with occasional evening and weekend work required.

We strongly encourage applications from people of color, immigrants, people with disabilities, people of any sexual orientation or gender identity, and people with low-income backgrounds and other diverse life experiences.


### Core Functions

-  Develop organizational and program communications plans to help advance CityClub's mission; identify goals, objectives, strategies, tactics and evaluation methods to analyze, measure and track results and impact of the plans

- 🔗 Create and manage the annual marketing-communications budget
- 🔗 In collaboration with the fund development team, strategize and write communications that inspire individual, corporate and foundation donors to support CityClub, convert program attendees into donors, illustrate the impact of their gifts, and motivate them to sustain or increase their engagement
- 🔗 In collaboration with the program team, develop and execute a strategic marketing plan that promotes CityClub's programs and drives ticket sales/attendance through multiple channels, relationships and partnerships
- 🔗 Lead creative, out-of-the-box ideas on a shoestring budget to promote CityClub programs
- 🔗 Write a twice-monthly e-newsletter; occasional stand-alone e-communications; print materials such as flyers, posters and annual reports; social media posts; etc.
- 🔗 Manage media relations, including promoting CityClub's mission and programs through relationships with and proactive outreach to television, radio, newspaper and online media sources
- 🔗 Write, update and maintain CityClub's website
- 🔗 Develop and execute a social media strategy; manage, monitor and write social media posts on Facebook, Twitter and Instagram
- 🔗 Design basic flyers, posters, table placards, e-communications, PowerPoints and other materials
- 🔗 Conceptualize, script and oversee production of videos
- 🔗 Assist with speechwriting and public speaking coaching for our annual fundraising event in collaboration with Executive Director and Development Director
- 🔗 Manage relationships with contract graphic designers, web developers, videographers, etc.

## **Experience, Skills and Attributes**

- 🔗 Outstanding written and oral communication skills (*professional writing samples required for candidates chosen for interviews; writing exercise required for position finalists*)
- 🔗 Four-year degree, ideally in communications, marketing, nonprofit leadership or related field; plus 5+ years of experience in cause marketing, communications and/or public relations, ideally with a nonprofit organization; or an equivalent combination of education and experience.
- 🔗 Command of the fundamentals of multiple disciplines including the principles and ethics of donor communications, public relations, marketing, planning and budgeting
- 🔗 Highly well-organized and deadline-driven with the ability to manage many projects at one time while ensuring the highest-quality execution
- 🔗 A commitment to and experience in communicating through a diversity, equity and inclusion lens
- 🔗 Experience editing WordPress websites
- 🔗 Experience writing and designing e-communications in platforms such as MailChimp, Salesforce or Constant Contact
- 🔗 Experience managing outside consultants and vendors

 A passion for civic engagement, civil discourse and the power of an engaged citizenry to shape the public issues that affect our lives

### **Compensation and Benefits**

Starting salary is \$47,000 to \$50,000 per year with an exceptionally generous package of benefits. Employees accrue monthly Paid Time Off (PTO, which encompasses both vacation and sick leave) for an equivalent of four weeks annually. You will also enjoy seven paid holidays each year plus an additional week off between Christmas and New Year's Day. CityClub pays the full costs of employee medical, dental and vision insurance; spouse/partner/children insurance also is available for a fee. A 403B retirement plan is available with a 2 percent company match after one year of continuous employment. We also provide a free monthly public transit pass. Total value of the benefits package is \$8,000\*.

**Apply by emailing your resume and a cover letter to [jobs@SeattleCityClub.org](mailto:jobs@SeattleCityClub.org). Applications will be reviewed until the position is filled. Please reference the job title in the subject line. We encourage applications from people of color, immigrants, people with disabilities, people of any sexual orientation or gender identity, and people with low-income backgrounds and other diverse life experiences.**