

<b>Job Title:</b>	<b>Director of Communications</b>	<b>Full-Time/ Part-Time:</b>	Full-Time
<b>Division/ Department:</b>	Development	<b>Hourly/ Salary:</b>	Salary
<b>Salary/ Salary Range or Hourly Rate:</b>	Commensurate with experience	<b>Regular/ Temporary/ Per Diem:</b>	Regular
<b>Work Schedule:</b>	Monday - Friday	<b>Exempt / Non-Exempt:</b>	Exempt

#### Company Overview:

SBP is an award-winning, innovative, disaster resilience and recovery nonprofit organization whose mission is to shrink the time between disaster and recovery. SBP educates, advocates for and improves the disaster recovery system so that impacted homeowners and communities can have a prompt, efficient and predictable recovery. Thanks to thousands of volunteers and the service of 180 AmeriCorps members each year, SBP has rebuilt more than 1,200 homes across 8 states. To learn more about SBP's other strategic interventions to achieve our mission, please visit [SBPUSA.org](http://SBPUSA.org).

At SBP, we are driven by four core values:

- 1 - All problems are solvable.
- 2 - People are hardwired to fix, solve and help.
- 3 - We treat our clients the way we would treat our family.
- 4 - We believe in continuous improvement, or as we call it, "Constructive Discontent"

SBP encourages innovative, hard-working individuals who care about driving social impact to join our team so that, together, we can change the way America prepares for and recovers from disasters.

#### Job Summary:

SBP has enjoyed significant growth over the past several years and is now recognized as a leader in the post-disaster recovery and resilience field for its innovative programs that increase the efficiency of rebuilding after disasters. The organization is seeking a Director of Communications (DOC) to leverage the compelling founding story and track record of success the organization has demonstrated in order to raise the organization's profile with a national audience and to contribute to fundraising goals in doing so. The DOC will develop, lead, manage, and implement the organization's national marketing and communications strategy with the following objectives: increase the organization's brand recognition through traditional and innovative marketing and communications strategies including increased media visibility, promotion of thought leadership and expertise of CEO and senior program experts, engage the organization's base of donors, volunteers, homeowners and supporters through advocacy and action campaigns, develop consistent and compelling messaging materials for a variety of external audiences, and maintain and refresh new website content as needed. The DOC will have the opportunity to build on the successes of flagship national corporate partnerships SBP has formed in order to increase the organization's national brand recognition and to communicate a compelling story about SBP's effectiveness in shrinking the time between disaster and recovery for individual homeowners.

#### Qualifications:

- Four-year university degree or equivalent combination of education and experience
- 5 to 7 years' experience in a communications role at a large regional or national nonprofit
- Superior writing, communication, and interpersonal skills
- Proven track record of delivering quality marketing, public relations and social media content, as well as traditional media engagement
- Experience in developing concise and compelling messaging and advocacy products for a donor and activist audience
- Experience with website and data management /performance analytics
- Experience partnering with development staff to drive organization's fundraising goals
- Ability to pivot quickly to new communications opportunities when natural disasters occur

#### Responsibilities:

Implement all components of the organization's marketing and communications strategy

Pursue and execute on paid, earned, and owned media opportunities

Prepare press releases, develop and maintain organization's communications calendar and drive thought leadership speaking/print opportunities, including op-ed placements and highly visible speaking roles for CEO and other senior leaders

Design marketing materials and presentations for donor events and meetings, events, outreach, recruitment, etc.

Manage day-to-day content distribution and conversation management of social media channels including Facebook, Twitter and LinkedIn.

Devise marketing campaigns for volunteer and AmeriCorps recruitment and assume lead role in the development of content (for example, writing and designing marketing materials, annual reports and other collateral).

Maintain content on the company website; Ensure site is always up-to-date and accurately reflects current messages; make suggestions for additional content, organization and layout as opportunities are identified by user flow.

Ensure that all brand, sales and marketing collateral (e.g., presentations, client bios, business cards, logos, etc.) are consistent and reflect the company's strategic objectives and adhere to style guidelines.

Tackle special projects and initiatives as assigned.

**Primary Relationships:**

This position reports to the Chief Development Officer.

The position has primary relationships with the development team, especially the Digital Marketing Manager, senior management staff, and program staff. Externally, the position coordinates with media outlets, conference directors, volunteers, and other SBP partners.

**Performance Expectations:**

- Able to juggle multiple, competing priorities in a fast-paced environment.
- Exceptionally self-motivated.
- High level of personal accountability.
- Align work performance with SBP's core values.
- Top-notch written communication and interpersonal skills.
- Detail-oriented with strong troubleshooting, analytical and problem-solving abilities
- Working knowledge of all facets of social media management.
- Superior work ethic and high energy level.
- Desire and ability to work, grow and learn in a startup environment.
- Plan and meet deadlines.
- Maintain a flexible work schedule to meet the demands of executive management.
- Demonstrate initiative and work as a team player.
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector.
- Demonstrate commitment to continued professional growth and development.

To Apply:

**Submit a tailored cover letter, resume, three professional references and salary history to [careers@sbpusa.org](mailto:careers@sbpusa.org). Make sure to include “Director of Communications” in the subject line of your email.** We will follow up with qualified candidates - please do not call or email after submitting your application materials.

-- SBP is an equal opportunity employer and adheres to all applicable city, state and federal laws regarding equal employment opportunity and hiring practices. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity. It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.