



Job Announcement

Communications Manager (Full-time, Exempt, \$115,000-130,000)

Our Mission

All Home is a Bay Area organization that advances regional solutions to disrupt the cycle of poverty and homelessness, redress racial disparities in outcomes, and create more opportunity for economic mobility for individuals and families with extremely low incomes. All Home works across counties, sectors, and silos to advance coordinated, innovative solutions and to build a movement to challenge the status quo that perpetuates homelessness.

Our Values

- Be courageous in action and brave in speaking the truth
- Work hard, work with joy and deliver results
- Operate with humility
- Strive for impact through collaboration and partnership
- Fight for equity and social justice
- Be transparent with our words and actions
- Honor the wisdom of lived experiences

Job Summary

The Communications Manager will be a key implementer of All Home's communications strategy, working closely with the Director of Communications to ensure All Home meets its communications goals. These include:

- Narrative shifts for paradigm shifts
- Bring solutions to life
- Expose racial disparities, push for racial equity
- Drive focus on people with extremely low incomes
- Promote regionalism, collaboration, and intersectionality

The ideal candidate will have at least 3-5 years of experience working in a communications role, ideally at a mission-driven organization with a racial justice lens. They will be familiar with the political landscape in the Bay Area and/or California, as well as housing, homelessness, and/or poverty policy. They will have a nuanced understanding of and ability to speak and write about racial equity and racial disparities.

Key Responsibilities

- Advance All Home's mission and raise the organization's profile by developing and implementing our **strategic communication plan**. (60%)
 - Develop organizational materials like blog posts, emails, website content, talking points, and presentations.
 - Manage and monitor the organization's online platforms including Facebook, Twitter, LinkedIn, Facebook, and the website
 - Design graphics and materials or supervise design consultants
 - Support program teams and other staff with communications activities as needed.
 - Assist with fundraising communications as needed, including grant reports, pitches, and proposals.
- Develop, manage, and implement communications strategies for the [Bay Area High Road Transition Collaborative](#), a large and diverse workforce development coalition led by All Home. (20%)
 - Develop a communications strategy for the Bay Area HRTC.
 - Plan, draft, and edit internal and external communications to support the coalition's goals, including emails, presentations, graphic design, social media content, etc.
 - Manage communications consultants if and when they are needed to provide additional capacity.
- Manage and implement aspects of All Home's [narrative shift work](#), to inspire the Bay Area to value and include people with extremely low incomes as vital members of our communities. (20%)
 - Participate in partnerships and collaborative spaces with allied organizations, including [Shift the Bay](#) and CZI Learning Cohort.
 - Contribute to development of public opinion polling to inform framing and messaging around homelessness and poverty.
 - Contribute to development of regional storytelling capacity-building initiative.
 - Develop, use, and disseminate narrative best practices around homelessness and poverty.
- Perform other job-related duties as assigned or needed

Qualifications

- **At least 3-5 years of professional experience in a communications role**, ideally at a mission-driven organization with a focus on racial justice
- **A bachelor's degree or equivalent professional experience**
- **Exceptional written and verbal communication skills**, with experience simplifying complex ideas and crafting persuasive, effective messages for a variety of platforms
- **Meticulous attention to detail** in all aspects of the job, including all work products and interpersonal interactions

- **Exceptional time-management and prioritization skills**, with the ability to adapt and communicate proactively with colleagues in response to shifting priorities and political environment, or emerging opportunities
- **Demonstrated experience managing projects and consultants, as well as managing up when necessary**, including the ability to provide timely, actionable feedback objectively and with diplomacy
- **Strong graphic design skills are preferred**, and/or experience working with designers and visual content creation in a variety of media and platforms
- **General knowledge of industry practices, techniques, and standards**, including for major social media platforms
- **Demonstrated commitment to racial and economic justice**, with the ability to work constructively on a diverse team with a racial equity focus
- **Fluency with technology** including Google Workspace, Microsoft Office suite, Adobe suite, Wordpress, MailChimp, Canva, Zoom, Slack, and other communications channels for remote work

Reporting + Organizational Relationships

This position will report directly to All Home's Director of Communications and may supervise consultants or other staff in the future.

All Home is an independent project operating under the fiscal sponsorship of Tides Center and its 501(c)(3) status. All Home staff are all officially employees of the Tides Center.

Compensation & Classification

All Home is committed to paying competitive wages. Salary range is \$110,000-\$120,000, starting at mid-point if minimum years of experience are met. Through our fiscal sponsorship with the Tides Center, we have a competitive benefits package with health, dental, vision, and life insurances, matching funds for retirement, and more. This is a full-time exempt position.

How to Apply

Please submit a resume and cover letter to CommsMgrJob@AllHomeCA.org. Your cover letter should express your interest in working at All Home and your qualifications for the role; we encourage you to list your LinkedIn profile on your application. **Priority will be given to applications received by February 21.** Position is open until filled.

Hybrid Work Environment

All Home is committed to staff's safety and to facilitating community with each other. Since January 2022, and subject to continuing evolution based on relevant health orders, we have a hybrid workplace with a combination of remote and in-person work. We have mandatory in-person all-staff gatherings each quarter. Staff will also be expected to attend other in-person meetings as needed. Employees may also use our limited office space in downtown San Francisco.

Posted February 1, 2023

Preference will be given to candidates based in the Bay Area or California. Exceptional out-of-state applicants may be considered, provided they will attend mandatory in-person meetings and events.

COVID Vaccine Requirement

All Home employees must confidentially show proof of up-to-date COVID-19 vaccination as a condition of employment, unless they seek and receive an accommodation due to a medical condition or sincerely held religious belief or practice.

Driving and Local or Domestic Travel

The employee will have to travel regularly to our downtown SF office, to meet with partners throughout the region, and occasionally to conferences or events held in other regions of the U.S. Decisions on travel will be based on what's possible and prudent given the evolution of relevant health orders.

Physical Demands

Physical demands include continual sitting, typing, and repetitive computer use for up to 8 hours a day. The position also requires frequent communication with others, including hearing and speaking clearly with individuals and groups, in person and via phone and video calls. These demands are representative of those that must be met to successfully perform the job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Employment Opportunity

All Home is fiscally sponsored by Tides Center, an equal opportunity employer. We strongly encourage applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions. We encourage and will consider for employment qualified applicants with arrest and conviction records.

Applicants with Disabilities

Reasonable accommodation will be made so that qualified applicants who are disabled may participate in the application process. If you seek an accommodation, please advise in writing at the time you apply.