

CAREER OPPORTUNITY

Events and Strategic Communications Manager



silicon valley

Join a passionate, dynamic team dedicated to eliminating racism and empowering women.

For over 100 years YWCA Silicon Valley has provided programs and services that form a critical continuum of response, healing, and prevention. Our dedication to the people we serve is unparalleled. We have an exciting future, and the team to deliver on that lasting change for the people we serve._

Be a key part of shaping this future as our new Events and Strategic Communications Manager.

Working with a team of professionals and leadership volunteers, the Events and Strategic Communications Manager ensures that YWCA Silicon Valley meets or exceeds fund raising event, communications, and engagement goals so the organization's mission, strategic directions, and business plan can be achieved.

Reporting to the Chief Executive Officer, the Events and Strategic Communications Manager is responsible for ensuring achievement of major fund raising event and engagement goals to meet or exceed budget targets, in addition to meeting or exceeding communications strategies, goals, and deliverables. They work in partnership and collaboration with the Philanthropy team, lead designated team members, and receive support and from the CEO on a regular basis to support achievement of work accomplished, in addition to measurement and evaluation of results.

An astute strategist, the Manager ensures YWCA Silicon Valley has a compelling case for support, that we have a compelling and top of mind brand, and that we deliver on that brand promise to our investors, the community, and ourselves.

As a key member of the Management Team, you serve as an important servant leader who naturally collaborates with program staff and ensures the success of others.

You are a high energy, flexible, and a deep commitment to the YWCA's mission. The ideal candidate will have demonstrated drive, a focus on achieving results, a proven capacity for innovation, and a track record of success. Candidates must have exceptional written, oral, and presentation skills, and be self-motivated and skilled at team working and leading. You have demonstrated management, strategic and critical thinking capacity, and proven financial management ability to ensure sound planning and long-term success. You are eager to take the next step in their career, and grow with an organization.

Candidates should have a minimum of 5 years non-profit management experience, including proven track record in event management and strategic communications. Demonstrated high level of computer literacy including proficiency with Word, Excel, and Raiser's Edge.

Please submit CV, cover letter and salary range expectations to hr@ywca-sv.org

Please submit applications as soon as possible. First deadline for submission of resumes will be 9:00 am on February 27 - posting will continue until position is filled.

The YWCA Silicon Valley is an Equal Opportunity Employer.