

DIRECTOR

Spitfire is looking for an experienced and resourceful director to join our high performing team. We seek someone who is curious, creative and passionate about working to advance racial, social and economic justice, protect the environment and expand opportunity. The best candidate thrives in a fast-paced environment and is motivated by mission. Our next director can work from any Spitfire office (Denver, New York, San Francisco or Washington, DC) or anywhere in the U.S. In this position, you'll have significant professional growth opportunities to expand your strategy and management skills, while working on accounts you are proud of. You'll report directly to a vice president who will prioritize your professional growth.

A Spitfire director leads, manages and expands client accounts. This includes designing work plans, directing and motivating team members, getting high quality results and staying on budget. A director serves on the senior management team and is expected to contribute ideas for the overall management and well-being of the firm, serve as a mentor to staff and identify and implement new ways to improve the quality of Spitfire's work. A director actively identifies and pursues new business opportunities. As with all members of the Spitfire team, directors are expected to follow the policies described in the Spitfire handbook, attend all internal meetings, and conduct themselves in a way that enhances Spitfire's culture, creates a positive work environment and makes us a great place to work.

Job Duties

A successful director will:

- Run a minimum of three client accounts simultaneously and get results and accolades
- Demonstrate skills in all aspects of Spitfire's work, including strategic communications, planning, message development, training, earned media strategies, internet outreach, and positioning
- Write strategic communication and/or campaign plans including messaging
- Demonstrate strong writing and editing skills
- Be known for an area of expertise (i.e. social media, campaign planning, crisis communications, etc.)
- Identify new business opportunities, participate in new business pitches and assist in drafting new business proposals
- Mentor and train staff
- Offer ideas to make us a well-run firm including policy, staffing and account issues
- Show respect for all colleagues
- Foster a positive team environment for entire staff
- Assist in hiring new staff
- Expand existing accounts
- Serve as a strong lead on at least three Spitfire trainings (Smart Chart®, media relations, elevator speeches, etc.)
- Manage client expectations and continuously improve client service
- Develop relationships with and manage outside consultants
- Follow administrative practices including time and expenses
- Create client contracts and work with accounting to track and update projections
- Travel as needed



Competencies & Characteristics

- Commitment to equity, diversity and inclusion
- Ability to move into problem-solving mode when challenges and concerns arise
- Research and analytical skills
- Results-oriented and open to asking for help from colleagues to solve problems
- Collegial, collaborative and curious
- High emotional intelligence
- Show good judgement in decision making
- Team player
- Trustworthy
- Proactive, self-directed and accountable
- Creative
- Flexible, nimble and resilient
- Detail oriented, highly organized with strong follow through
- Awareness of and interest in a variety of social and environmental issues
- Strong ability to multitask, prioritize, and manage time effectively
- Ability to build relationships and communicate effectively with colleagues in a matrixed office

Qualifications

Must have a bachelor's degree (degree requirements may be substituted for an equivalent combination of education, training and experience) and minimum of seven years relevant job experience, including public relations or public affairs agency, Capitol Hill/ City Hall, nonprofit communications or related experience. Must have experience managing staff and demonstrate project management expertise. Superior client service skills are a must as are outstanding writing and public speaking skills. A successful director is a highly motivated, self-starter who takes direction well but can also work independently, thrives on variety and can shift directions seamlessly. Bilingual ability is desirable.

Compensation

Spitfire is planning to hire a director at the starting level for that role and the starting salary range is between \$90,000-\$105,000. However, we are open to connecting with potential candidates whose skills and experience are outside this compensation band. Spitfire is committed to equity in pay practices.

Spitfire's compensation package also includes 100% paid medical, dental and vision insurance for employees and 50% paid coverage for dependents. Employees receive life insurance, short and long-term disability coverage, 15 – 16 paid holidays per year, and generous paid time off. Spitfire also offers paid family leave, paid sabbatical for long-term employees, flexible spending accounts, a 401(k) plan with a company match, summer hours and in-office perks.



Location

This position may be located in any Spitfire office or may work remotely from anywhere in the U.S. Spitfire offices are located in Denver, New York, San Francisco and Washington, DC.

About Spitfire

As a woman-owned firm, Spitfire's values are rooted in one core principle: everyone belongs and has the power to spark change. Our work mirrors this. We're relentless in our pursuit of opportunities to represent the best interests of people and the planet, whether that takes us into communities, across the country or around the world. Our team of professionals stands ready to bring — and tap into — diverse perspectives, experiences and expertise to tackle the most critical social and environmental issues of our time.

Equal Opportunity Employer

Spitfire Strategies is committed to maintaining and promoting a workforce that reflects diversity at all levels of the organization. We strive to build a work environment that stimulates positive change and more fully reflects the clients we serve. We are an equal opportunity employer. We recognize the importance of not viewing individuals based on a single identity, and we thrive on being equitable in our recruitment process as well as in our efforts to be inclusive of all employees.

Spitfire encourages applications from all qualified individuals without regard to race, color, ethnicity, religion, national origin, sex, pregnancy, sexual orientation, gender identity and expression, age, veteran status, marital status, disability (including mental disabilities, learning disabilities and history of disabilities), genetic information, record of arrest or conviction or any other basis prohibited by applicable federal, state, or local law. If you are driven to pursue social justice, fight xenophobia, support an equitable society for all people and defend human rights, we encourage you to apply.

As an organization committed to public health, Spitfire employees must be fully vaccinated against Covid-19.

How to Apply

Please send the following three items by 5 p.m. EST on **Monday, January 17, 2022**. To apply, submit a resume, cover letter and two writing samples to jobs@spitfirestrategies.com noting position title in the subject line.

No phone calls, please.