

VICE PRESIDENT | SAN FRANCISCO

Spitfire Strategies seeks an imaginative and passionate senior leader who understands the fast-paced client environment, who welcomes complex communication challenges, and who believes in the value of relationships.

Vice presidents at Spitfire set our bar for outstanding client service. They serve as top strategists, motivators of teams and client whisperers. They craft messages that get traction, create communication plans that are smart and actionable, devise campaign plans that win, run client accounts that get renewed and train leaders to be top-notch communicators. As leaders in the firm, they contribute to a positive workplace culture. Staff trust them to advocate on their behalf. They understand how the business runs and play their part in making us a healthy company that is a great place to work.

A vice president is a member of the Spitfire senior staff and helps steer the company so we achieve our goals and are in demand both by clients and people who want to work here. Vice presidents pursue and secure new business opportunities, contribute ideas into the overall management and wellbeing of the firm, mentor and manage staff, and identify and implement new ways to be the best communicators in the business.

Vice presidents work as functional managers and matrix-style project managers and have the opportunity to work with many members of the Spitfire team.

Vice presidents also work in collaboration with our clients to help them outsmart their toughest challenges.

A successful vice president demonstrates proficiency in completing the following activities.

Build and Run Strong Project Teams

- Assume all responsibilities for effectively leading an account team, including:
 - Ensuring all administrative pieces are in place (workplan, contract, budget, projections, etc.),
 - Clients report high satisfaction (including those managed by other members of the team),
 - All staff clearly understand accounts and assignments and the entire team is working in a cooperative fashion to promote great work as well as a positive internal team environment.
- Mentor and develop staff assigned to you, offering growth opportunities that advance their careers and help manage workflow effectively.
- Implement firm policies around recruiting, staffing, training and account management that result in top-notch client service as well as a positive work environment that rewards and retains staff.
- Contribute to a positive workplace culture and address any issues proactively that are creating barriers to an optimal work environment for all staff. Move into problem-solving mode whenever challenges or concerns arise.
- Provide feedback, advice and back up as needed to other members of the senior staff team, to ensure all senior staff have support needed to effectively run accounts and promote a positive work environment.





- Serve as a member of the senior team, attending senior staff meetings, offering ideas, insights and recommendations on firm policies, staffing, client service, new business and other topics that ultimately improve the overall quality of the firm.
- Assist in recruiting, hiring, onboard and retaining staff that prove to be excellent, long-term hires.

Practice Client Mojo

- Develop strong relationships with clients and receive stellar reviews from them.
- Provide trusted strategic counsel – through meetings and written materials – that demonstrates Spitfire’s creative approach, and offer unique strategies tailored to the needs of the client.
- Successfully run multiple accounts at any given time: oversee workplans and budgets, manage client expectations and staffing, and deliver the scope in the contract.
- Identify new business opportunities, participate in new business pitches, create and land new business proposals and expand existing accounts.
- Develop and conduct capacity-building trainings and consistently receive excellent evaluation scores.
- Serve as strong lead on at least three Spitfire trainings (SmartChart® media relations, elevator speeches, etc.) by creating content, training or coaching.
- Demonstrate outstanding writing skills.

Advocate for a Healthy Workplace

- Participate in initiatives to improve the firm, which may include Equity, Diversity and Inclusion Committee, New Business Committee, issue teams or others.
- Mastermind morale activities.

Financial and Administrative

- Create and manage project budgets for all accounts assigned to team and ensure all projects meet or come in below budget.
- Review contract scope changes with firm management.
- Find ways to save company time and money by improving/streamlining internal systems or procedures.
- Submit timesheets and expense reimbursement forms in a timely manner.
- Follow other administrative processes as directed by firm management.

As with all members of the Spitfire team, vice presidents align their work to the values of the firm and follow the policies described in the Spitfire handbook, deliver on the responsibilities of their job, are welcoming of their colleagues and create a positive work environment for everyone at the firm.



Qualifications

Must have a bachelor's degree (degree requirements may be substituted for an equivalent combination of education, training and experience) and a minimum of 10 years public relations, communications, campaign, advocacy, public affairs or related experience. Experience in and issue knowledge of environment and conservation is preferred. Agency experience strongly preferred. Must have experience managing staff and demonstrate project management expertise. Travel required.

Compensation

The Vice President is a full-time, exempt employee. The salary range for this position is \$120,000.00 to \$168,000.00 per year.

Spitfire's compensation package also includes 100% paid health and dental insurance for employees, generous paid time off, 14 – 15 paid holidays per year, a 401(k) plan, lunch twice per month, summer hours, and in-office perks like coffee, seltzer, fresh fruit, and snacks.

Location

This position is based out of Spitfire's San Francisco office.

How to Apply

Please send the following three items to jobs@spitfirestrategies.com, noting the position title in the subject line:

1. Resume
2. Cover letter. In your cover letter, please tell us about at least one time when you've sparked change.
3. A brief writing sample or campaign strategy (2 – 5 pages)

Prior to submitting your application, please review the salary range for this position in the Compensation section above.

No phone calls, please.

Equal Opportunity Employer

Spitfire Strategies is committed to having a workforce that reflects diversity at all levels within the organization. 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. We encourage all applicants regardless of gender, race, religion, age, sexual orientation, disability, and other social identities to apply.

Nothing in this job description or posting guarantees employment.

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.