

VICE PRESIDENT JOB DESCRIPTION

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 teammates to be top-notch communicators. As leaders in the firm, they contribute to making our workplace culture positive, diverse, equitable and inclusive. Staff trust them. 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 and social change strategists 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. This position requires travel.

Responsibilities

- Lead effective client teams that generate results and high client satisfaction, have well-directed team members who perform well and feel valued, and come in on budget.
- Mentor and develop staff assigned to you, offering growth opportunities that advance their careers, retain top performers 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.
- Successfully run multiple accounts at any given time.
- Identify new business opportunities, participate in new business pitches, create and land new business proposals and expand existing accounts.
- Develop and conduct well-evaluated capacity-building trainings on strategic communications planning, messaging, media relations, etc. and consistently receive excellent evaluation scores.
- Contribute to a positive workplace culture and address any issues proactively that are creating barriers to an optimal work environment for all staff.





- 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.

Spitfire vice presidents are:

- Trustworthy
- Results-oriented and open to asking for help from colleagues to solve problems
- Collegial, collaborative and curious
- Risk takers
- Action-oriented
- Self-directed and accountable
- Resourceful
- Creative
- Flexible, nimble and resilient.
- Detail oriented and highly organized

Spitfire vice presidents have:

- Outstanding writing skills and verbal skills
- Strong people and project management skills
- New business acumen
- High emotional IQ
- Strong follow through
- Strong network in the nonprofit, policy or philanthropic space
- Good judgement
- Experience in variety of social justice and environmental issues

Spitfire vice presidents demonstrate:

- Commitment to equity, diversity and inclusion
- An ability to multitask and good time-management skills
- Ability to build effective teams
- Comfort moving into problem-solving mode whenever challenges or concerns arise

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. Agency experience a plus. 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 and based on experience. 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, summer hours and in-office perks.

Location

This position is based out of Spitfire's D.C. office.

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 racial, social and environmental issues of our time.

Equal Opportunity Employer

Spitfire Strategies is committed to having a workforce that reflects diversity at all levels of 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 or other social identity.

Nothing in this job description or posting guarantees employment.

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, digital strategy memo, campaign strategy or other client-level deliverable (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.