

**Position:** Senior Manager, Content and Communications  
**Reports to:** Director of Community Engagement  
**Status:** Full-Time Exempt (Part-Time Option)

### ***About Mission Driven Finance***

Mission Driven Finance is an impact investment firm dedicated to building a financial system that ensures good businesses have access to sufficient, affordable capital. Built from the ground up with a single purpose - to make it easy to invest in your community - all our funds and structured products are designed to close financial gaps that will close opportunity gaps. Mission Driven Finance was launched in 2016 in San Diego, CA and is a Certified B Corporation.

### ***Who We Are Looking For***

Your job is to help the world understand how intentional finance can be a tool for change, driving action that creates thriving communities and a more inclusive economy. From creative content creation to knowledge management to marketing and communication strategy, you will be our lead storyteller and sensemaker. Your audience will include a wide variety of current and potential portfolio companies, investors, and community partners.

You are probably a bit of a generalist with a passion for great storytelling and cohesive messaging. You have an uncanny ability to wrangle a complex story and put yourself in the mind of various stakeholders to see whether content will resonate. Maybe you've been an editor, producer, investigative journalist, or political campaign strategist, or maybe you've been doing traditional marketing and communications for some impact vampire and want your soul back. You probably see communications all the time (including this job ad) and think, "I could have done it so much better!"

You will work primarily with our Director of Community Engagement and our Community Communications Coordinator (we love alliteration). However, we follow a fairly holacratic model, so as the 9th member of our team, you will report to everybody and everybody will report to you. We believe in strength through diversity, and expect all of our team to bring their lived experiences to our work - and always from a community-first perspective.

### ***Primary Responsibilities***

- Audience Marketing Strategy: Drive our overall marketing and communications efforts, ensuring we are consistently delivering high-quality, on-brand messaging that incites action
- Information Gathering: Execute interviews and surveys to collect information from various internal and external stakeholders, and source relevant research and reference materials
- Sensemaking: Pull together disparate sets of information to find patterns and threads that can be effectively woven together and communicated
- Content Creation: Develop comprehensive, compelling communication materials to support strategic conversations, both directly and by managing vendors, including writing, visual media, graphic design, case studies, toolkits, decks, and presentations
- Knowledge Management: Ensure all of our content is organized and easily accessible for future needs, for both internal and external stakeholders
- Distribution: Determine and execute methods of connecting audiences with our content, including print collateral, website, and social media, speaking appearances, events, etc.
- Public Relations: Lead our placement strategy, including seeking out op-eds, story pitches, and speaking engagements related to our priorities in high-value media outlets and conferences
- Analytics: Implement methods to measure the effectiveness of our communications efforts

### ***Desired Values, Qualification & Skills***

An ideal candidate will value:

- Our mission to build a better financial system
- Developing solutions from a team perspective
- Ability to execute semi-independently
- Commitment to quality
- Sense of humor, flexibility, and resilience

And have a background and skills that include:

- 5+ years of experience in relevant communications roles (including journalism, marketing, and reporting)
- Excellent writing ability with a passion for storytelling and translating data into relatable narratives
- A good eye for design with an understanding of basic visual principles
- Adaptability in an evolving startup environment with competing priorities and deadlines
- Strong attention to detail with a positive, problem-solving approach
- Strong project management and organizational skills
- Comfort sourcing solutions from vendors, online research, and their own networks
- Strong comfort with technology tools, including MS Office and Google Apps/G Suite, Wordpress, CRM systems, email management tools (e.g. MailChimp), and social media outreach and platforms (e.g. Hootsuite)

Preference for candidates that also have:

- Experience leading, or significantly contributing to, the development of a communication strategy
- Experience managing internal employees and external vendors
- Understanding of the nonprofit sector, social enterprise, philanthropy, and impact domains
- Understanding of the business, start-up/innovation, and economic development domains
- Connections to our target investment communities
- Fluency in a language other than English

### **Work Environment and Physical Demands**

Flexible work environment with low to moderate noise level. Work is generally sedentary in nature, but requires moving around for up to 30% of the time and occasional lifting up to 30lbs. Requires reliable access to transportation to travel to the office in Old Town San Diego and occasionally throughout San Diego County for meetings and events. Plus, our team is very fun and extremely humble.

### **Compensation**

\$57,000 - \$72,000, plus company standard benefits including generous time off plan, flexible work schedule and environment, access to health plan, and participation in incentive program.

### **Equal Opportunity Employer**

Mission Driven Finance is an equal opportunity employer. We encourage all qualified candidates, regardless of race, ethnicity, religion, national origin, age, sex, disability, veteran status, or gender identity to apply for this position. We welcome smart people with non-linear/non-traditional experience and educational backgrounds to join our team.

### **To Apply**

If you think you can help us build a better world, we encourage you to send your cover letter and resume to [jobs@missiondrivenfinance.com](mailto:jobs@missiondrivenfinance.com).

No phone inquiries please.