

Job Opening – Director of Communications

Description

Walker Warner Architects is an award-winning San Francisco firm with a staff of 70+ that has completed many residential, winery and hospitality projects in California, Hawaii and other Western states. Our work is tailored to the uniqueness and diversity of each client and place, maintaining a consistent focus on design excellence, thorough project management and superior service. We believe in collaboration, continuous learning and sharing, and actively support candidates on the path to become licensed architects. Our office is friendly and spirited, with regular happy hours, field trips and design-focused presentations. As a co-senior member of the Marketing Department, this position will partner with the Director of Client Relations to lead the department while developing and implementing the firm's communications strategy and a broad and diverse range of business and marketing communications.

For more information about our projects and firm, please visit us on [Instagram](#) or our [website](#).

Qualifications

- Bachelor's degree in journalism, marketing, communications, or related field
- Experience in architectural or design-related industry, required
- Minimum 10 years in the marketing field with prior experience managing a team
- Minimum 3 years in a senior leadership role either in-house or with an agency
- Minimum of 5 years planning, writing, editing for a variety of print and online communications media, including production of newsletters and press releases
- Demonstrated experience and leadership in managing a comprehensive strategic communication, media relations, and marketing program to advance an organization's mission and goals
- Innovative thinker, with a track record for translating strategic thinking into action plans and output
- Demonstrated skill and comfort in proactively building relationships with top-tier reporters and editors and successfully positioning subject matter with the media to achieve high-impact placements
- Creative and thoughtful on how new media technologies can be utilized
- Ability to make decisions in a changing environment and anticipate future needs
- Collaborative and proactive; a team leader who can positively and productively impact strategic and tactical initiatives
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively work within a matrix organization

Primary Responsibilities

- Develops and executes vision for communications and public relations activities; works with external PR firm
- Directs the writing and editing of marketing collateral, including writing original content
- Leads firm website development and maintenance after current redesign; ensures that all content remains relevant
- Develops and implements new initiatives (monograph, video, etc.)
- Directs firm's image assets
- Establishes and drives social media strategy
- Directs firm's awards submittals
- Leads the production and publication of the firm's newsletter
- Develops and directs Partner-focused industry outreach: interviews, juries, lectures
- Directs industry-related sponsorships (Charitable & Pro Bono Budget, AIA, FOG, etc.)
- Co-leads development of marketing budgets and planning

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift 15 pounds at times

COVID-19 Vaccination Requirement

Walker Warner Architects requires new hires to be fully vaccinated against COVID-19. Walker Warner Architects provides reasonable accommodations consistent with legal requirements (e.g., for medical and religious reasons).

Compensation and Benefits

Walker Warner Architects offers a competitive compensation package including fully paid health benefits, profit sharing, 401K, generous paid time-off, commuter check, and flexible spending accounts.

Diversity

At Walker Warner, we value diversity and know that diverse workplaces lead to a culture of innovation and more successful business outcomes. Therefore, we always treat all employees and job applicants based on merit, qualifications, competence, and talent. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

How to Apply

Submit cover letter, resume, and at least two writing samples. We will acknowledge receipt of your information, but only candidates being considered for a position will be contacted. Please no hard copies, drop-ins or telephone calls. Reposting this job description elsewhere is not permitted.

Thomas Hendricks
Walker Warner Architects
Email: jobposting@walkerwarner.com