

WE ARE HIRING A NEW DIRECTOR.

- Full-time position, hybrid work schedule with one in-office day per week
- Annual salary of \$100,000 with opportunities for up to \$36k in additional monthly bonuses, plus annual new business bonus
- Growth opportunity for a mid-career professional with consulting or client management experience seeking greater leadership, flexibility, and impact
- 100% coverage for top-tier medical, dental, and vision insurance, 401(k) contribution, paid mobile phone and internet, three weeks of paid vacation, and many other benefits

Applying for the Job

Please submit your resume and cover letter with contact information to hiring@thecivicedge.com, along with a writing sample that shows off your strategic thinking skills. Use "Director" in the subject line. We want to get to know you, so include a brief introduction about yourself and your interest in the position.

About Civic Edge Consulting

Civic Edge Consulting (CEC) is a woman-owned communications, marketing, and community engagement company serving government agencies, nonprofits, and private companies throughout the Bay Area. We foster a dynamic, staff-led culture where employees are empowered to lead, innovate, and make an impact within the company and in the communities in which we live and work.

We help public agencies and non-profit organizations build trust and connect with communities through strategic communications, public engagement, media relations, and events. Our largest practice areas include public health, resilience, transportation, infrastructure, education, and resilience planning communications and community engagement.

Are You Our Next Director?

As our next Director, you will serve as a senior leader at Civic Edge, providing strategic oversight across projects, mentoring and developing staff, driving client success,

expanding business opportunities, and contributing to the continued evolution of our company culture and services.

Directors are trusted advisors who anticipate client needs, guide project teams, maintain exceptional standards of quality, and build strong relationships with colleagues, clients, partners, and community audiences. Successful Directors balance strategic thinking with practical execution, empowering project teams while ensuring outstanding client service and project delivery.

Key Responsibilities:

- Lead planning, execution, and delivery of communications, outreach and community engagement projects
- Manage project budgets, schedules, contracts, and risk
- Serve as the primary point of contact for clients and stakeholders
- Coordinate multidisciplinary teams and subconsultants
- Monitor project performance and ensure quality standards are met
- Support proposal development, client outreach, and business growth efforts
- Mentor junior staff and contribute to team development

Requirements and Qualifications

We are looking for someone who brings:

- Minimum of 8 years of professional experience in public relations or public affairs, communications, marketing, or advertising. Consultant or client management experience is strongly preferred.
- Demonstrated experience leading complex projects and supervising project teams.
- Strong written, verbal, and interpersonal communication skills.
- Experience managing client relationships, budgets, and project deliverables.
- Proven ability to think strategically, solve problems, and navigate complex engagement environments.
- Experience developing proposals, pursuing business opportunities, and supporting organizational growth.
- Commitment to mentorship, team development, and collaborative leadership.
- High attention to detail and strong organizational skills.
- Proficiency with Microsoft Office, Google Workspace, project management systems, and virtual collaboration tools.
- Interest in local government, public policy, climate resilience, public health, infrastructure, transportation, community engagement, or related sectors.

Not sure you meet 100% of our qualifications? Research shows that many qualified candidates, particularly women and individuals from historically marginalized communities, often do not apply unless they meet every requirement. If you believe you could excel in this role, we encourage you to apply.

Compensation and Expectations

This is a full-time, salaried leadership position with a starting annual base salary of \$100,000. As part of our commitment to pay equity and transparency, the starting salary for this role is non-negotiable and applied consistently to all candidates.

We cover 100% of top tier health, dental, and vision insurance plan costs and offer the following: a monthly internet and phone stipend, a generous 401k match, basic life insurance and LTD, and 3 weeks of paid vacation in addition to observing all federal holidays. Senior staff have the opportunity to earn up to \$36k in additional monthly bonuses, plus annual new business bonus.

Civic Edge staff work in person one day per week, alternating between our offices in San Francisco and Oakland. The remaining days are spent remotely unless client meetings, community meetings, outreach activities, or special events require in-person attendance. We strive to support work-life balance by encouraging flexibility and providing opportunities for rest and recovery following intensive project periods.

About Our Hiring Process

We aim to implement a thoughtful hiring process designed to reduce bias and identify our next outstanding colleague. The process will include a 15-minute phone screen and 45-minute Zoom interview with members of the Civic Edge team, reference checks, and a final in-person meeting before an offer is extended. We hope to make a hiring decision by mid-November.

Civic Edge's Equity Commitment

As a company, we aspire to transform our work culture to proactively counter racial and social inequities inside and outside our organization. To guide our work, from 2019-2022, we underwent a collaborative company-wide process to develop a [Racial Equity Framework](#). We value, and seek to practice, self-awareness, and are looking for a new team member who is committed to centering racial and economic equity in their life and work.

We particularly encourage applications from members of communities disproportionately impacted by systemic racism and oppression, including black communities, indigenous communities, communities of color, and historically marginalized communities, such as people with disabilities and LGBTQ+ community members. If you are a member of these groups, you are encouraged to self-identify in your cover letter or resume.

We provide a workplace that is free from discrimination and harassment on the basis of race, color, religious creed, national origin, age, sex, marital status, sexual orientation, gender

identity, disability, medical condition, veteran status or any other classification protected by applicable law in employment or service policies and practices.

Legal Stuff

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the discretion of Civic Edge Consulting.