

Leimert Park

WE ARE L.A.

MAYOR'S FUND FOR LOS ANGELES DIRECTOR OF COMMUNICATIONS



MAYOR'S FUND
FOR LOS ANGELES

About the Mayor's Fund for Los Angeles

The Mayor's Fund for Los Angeles is an independent 501(c)(3) organization dedicated to improving life for all Angelenos by marshaling resources from the business, philanthropy, non-profit and government sectors. The Fund has been repurposed to focus on developing, supporting and managing programs aimed at preventing homelessness through outreach, case management, and expanded legal services. The Fund also focuses on homelessness prevention among veterans, foster and justice-involved youth. The Fund has a total budget of \$7M to be raised annually. The Fund has a staff of six full-time employees and retains a team of consultants to implement various programs and projects including accounting, communications and fundraising assistance.

Position Overview

The Director of Communications will lead the development and execution of comprehensive internal and external communication strategies to advance the mission and programs of the Mayor's Fund for Los Angeles. This role ensures the effective integration and implementation of a broad range of communication activities that align with the strategic direction and positioning of the organization. The Director will serve as a key spokesperson, manage media relations, and oversee the creation of high-quality content across various platforms. This is a highly collaborative role in a small, all-hands-on-deck team environment.

Key Responsibilities

- **Strategic Communication Planning:** Develop and implement communication plans that support the Fund's initiatives, particularly in areas such as homelessness prevention and community outreach.
- **Media Relations:** Establish and maintain relationships with media outlets; serve as the primary contact for media inquiries; prepare press releases, statements, and media kits.
- **Content Development:** Oversee the creation and dissemination of content, including newsletters, reports, website updates, social media posts, and promotional materials.
- **Brand Management:** Ensure consistency in messaging and branding across all communication channels; enhance the organization's public image and visibility.
- **Stakeholder Engagement:** Collaborate with internal teams, partners, and stakeholders to effectively communicate program goals and achievements.
- **Crisis Communication:** Develop and implement strategies for managing communication during crises or sensitive situations.
- **Coordination with External Communications Consultants and Contractors:** Supervise and coordinate with external communications consultants and contractors who support the organization's outreach and media strategies. Additionally, the Director may serve as a spokesperson on behalf of the organization.

Key Characteristics

The ideal candidate will embody the following characteristics:

- **Mission-Driven:** A deep commitment to the mission and goals of the Mayor's Fund for Los Angeles.
- **Passionate Advocate:** Strong enthusiasm for driving positive change in Los Angeles through public-private partnerships.
- **Self-Starter:** Highly motivated and able to take initiative in a fast-paced, grassroots organization.

- **Collaborative Team Player:** Works effectively in a small team, embracing a hands-on, collaborative approach.
- **Adaptable:** Thrives in a startup-like environment with a large footprint and significant impact.
- **Flexible Problem Solver:** Able to navigate and prioritize in dynamic situations with competing deadlines.

Qualifications

- **Education:** Bachelor's degree in Communications, Journalism, Public Relations, Marketing, or a related field; advanced degree preferred.
- **Experience:** Minimum of five years of experience in a senior or mid-level communications role, preferably within the non-profit or public sector. Demonstrated success in developing and executing communication strategies.
- **Skills:**
 - Exceptional written and verbal communication skills.
 - Strong understanding of media relations and digital communication platforms.
 - Proficiency in content creation and editing.
 - Ability to manage multiple projects and meet deadlines.
 - Cultural competence and ability to engage with diverse communities.

Compensation & Benefits

The annual base salary for the Director of Communications position will be based on a range starting at \$115,000 - \$135,000, and commensurate with the successful candidate's skills and experience.

The Mayor's Fund for Los Angeles offers competitive health, dental, vision, and other benefits. The position is full-time, based on being onsite at the Fund's office located in Downtown Los Angeles, and is an exempt position with occasional evening and weekend work or other organizational obligations expected, without overtime pay. The position is eligible for annual performance bonuses and includes annual leave time off, plus holiday and sick pay eligibility.

How to Apply

To be considered, please submit a resume and cover letter outlining the background and experience that makes you the ideal candidate electronically to mfla@thehawkinscompany.com. Resumes received by **February 21, 2025**, will receive first consideration. The position is open until filled. This role offers a unique opportunity to contribute to the well-being and future of Los Angeles, working with a dynamic team committed to making a difference in the lives of Angelenos.



THE HAWKINS COMPANY

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For additional information or questions, please contact:

Todd Hawkins at 213-300-9342, todd@thehawkinscompany.com
or Will Hawkins at will@thehawkinscompany.com.

Equal Opportunity Employer

The Mayor's Fund for Los Angeles is an equal opportunity employer and encourages applications from individuals of all backgrounds and experiences.