



| Position title  | Department   | Reports to              |
|---|--|-------------------------|
| Communications and Marketing Manager  | Development  | Director of Development |
| Employment status   | FLSA status  | Effective date          |
| <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time | <input type="checkbox"/> Nonexempt<br><input checked="" type="checkbox"/> Exempt | 12/01/2025              |

**Purpose**

The mission of St. Vincent Meals on Wheels (SVMOW) is to prepare and deliver nutritious meals to homebound seniors and other vulnerable residents across Los Angeles regardless of age, illness, disability, race, religion, or ability to pay. The program operates Monday-Saturday and Holidays. SVMOW adheres to the following Vincentian core values: Respect, Compassionate Service, Simplicity, Advocacy for the Poor, and Inventiveness to Infinity.

**Position Summary**

St Vincent Meals on Wheels is seeking a creative, organized, and self-driven Communications and Marketing Manager to help elevate the agency’s voice and visibility. This role supports both internal and external communications by shaping how we tell our story and highlight the impact of our mission.

You will collaborate with public relations partners and consultants to produce high quality content, including print materials, outreach pieces, video scripts, visual assets, and timely press releases. Additional responsibilities include managing the agencywide events calendar, pitching media opportunities that showcase our work and our people, and designing effective marketing tools and collateral.

The position also oversees the department’s intern program, offering guidance and hands on support. The ideal candidate is a strong communicator with excellent storytelling, creative, and organizational skills, and thrives in a mission focused environment.

**Essential Duties and Responsibilities**

- Develop and execute integrated communication strategies that strengthen brand awareness, highlight program impact, and build meaningful engagement with media partners, community stakeholders, influencers, employees, clients, volunteers, and supporters.
- Partner with the Director of Development to shape and implement marketing and communications priorities that advance SVMOW’s mission and visibility.
- Ensure consistency in the look, feel, and voice of the SVMOW brand across all platforms, materials, social media, and outreach efforts to increase recognition throughout the community.
- Oversee brand training content for staff to promote alignment and understanding of SVMOW’s identity, messaging, and standards.
- Produce high-quality, brand centered content for the SVMOW website, social media, print collateral, outreach materials, and program communications.



- Create and maintain an agencywide events calendar, including program activities, community and donor events, and philanthropy efforts.
- Lead the creation, management, and distribution of press releases, media kits, newsletters, fact sheets, impact stories, the annual report, and other digital or print materials.
- Review and approve communication materials to ensure accuracy, relevance, consistency, and compliance with SVMOW and Daughters of Charity brand standards.
- Supervise, train, and mentor the development team, providing guidance, feedback, and support to ensure strong performance and alignment with organizational goals.
- Establish and train a pool of internal media spokespeople, including staff and volunteer leaders, to represent the organization in public settings.
- Work closely with the Program Director and other departments to ensure visual consistency, accurate messaging, and effective representation of programs, services, events, client communications, and internal announcements.
- In partnership with out media consultant, you will build and maintain positive relationships with media partners, reporters, influencers, and community representatives to expand coverage and visibility.
- Identify, pitch, and develop media opportunities that spotlight SVMOW's mission, services, team, volunteers, and community impact.
- Collaborate with internal teams to support communications for donor stewardship, public policy, advocacy efforts, and organization wide initiatives.
- Collect, analyze, and report monthly communications metrics to evaluate the reach, engagement, and effectiveness of communications strategies.
- Use data insights to refine messaging, improve outcomes, and strengthen calls to action.
- Manage communication systems and tools, including QR code generation and related tracking platforms.
- Recruit, train, and supervise communications interns, providing mentorship and hands on learning opportunities to support their professional growth.
- Oversee internal project assignments and ensure high quality deliverables that contribute to department goals.
- Respond promptly to communication and marketing related inquiries or issues, providing guidance and solutions as needed.
- Uphold the mission, values, and branding principles of St Vincent Meals on Wheels in all external and internal communication efforts.
- Additional responsibilities as needed to support departmental and organizational goals.

### Qualifications

- Bachelor's degree in communications, marketing, journalism, public relations, or related field, plus at least 7 years of relevant experience.
- Proven experience developing and executing communication and marketing strategies across digital, print, and multimedia platforms.
- Exceptional written and verbal communication skills, with the ability to produce clear, compelling, mission driven content.



- Highly organized, detail oriented, and able to manage multiple deadlines in a fast-paced environment.
- Creative storyteller with strong visual communication skills.
- Self-aware professional with an entrepreneurial, get it done mindset and a servant leader approach.
- Ability to lead, support, and manage the social media, communications, and marketing team with clarity and accountability.
- Experience collaborating with consultants, public relations partners, vendors, and internal departments while managing budgets and timelines.
- Strong problem-solving skills, sound judgment, and the ability to handle confidential information appropriately.
- Experience with donor or data management software such as Raiser's Edge is preferred.
- Ability to work both independently and collaboratively within a cross functional environment.
- Flexibility to work some evenings and weekends as needed.
- Professional, mission aligned presence, representing SVMOW with warmth and compassion.
- Strong commitment to nourishing and connecting seniors across Los Angeles

### **Compensation & Benefits**

- Salary: \$80,000–\$90,000 DOE
- Medical, dental, and vision insurance
- 403(b) retirement plan with employer match
- Paid vacation, holidays, and sick leave
- Professional development opportunities

### **Why Join Us**

This is an opportunity to be part of a mission driven organization that has served seniors in Los Angeles for nearly fifty years. You will help to ensure that ever senior in our care is nourished with dignity, compassion, and consistency. Your work will directly support life-changing service for thousands of older adults who depend on us.

### **To Apply**

Submit a resume and cover letter detailing your interest and relevant experience to [jobs@svmow.org](mailto:jobs@svmow.org). Applications will not be considered complete without both.

*This document does not create an employment contract, implied or otherwise, other than an at will relationship.*