

Senior Strategic Communications Manager

The [Institute for Security and Technology \(IST\)](#), a growing national security and technology 501c3 Institute in the San Francisco Bay Area, is seeking a Strategic Communications Senior Manager. We are a passionate, tight-knit team, excited about the challenges we are tackling — join us in the fight! Organized to assess and incubate solutions to wicked emerging security threats, IST embodies the ethos of “bias for action” in order to outpace some of the world’s toughest technology-driven security challenges. IST leads policy analysis, develops technology solutions, and convenes some of the best minds across the technology, national security, and civil society sectors.

We are in the midst of rapid growth, and seek an experienced communications professional that is an entrepreneurial, mission-driven leader who believes in making an impact within an organization through storytelling, brand awareness and growth, social media engagement, and events management. Commitment, passion for, and/or willing to learn about ways that various national security and technology communities can come together to outpace emerging security challenges is a plus. Below are key qualifications for the position. We recognize that not everyone may inherently possess all of the below, but individuals willing to learn and grow with us by ‘jumping in the deep end’ and willing/able to take initiative is an absolute requirement.

Qualifications:

- 2 to 5+ years of experience leading executive and strategic communications for nonprofits, think tanks, or brands
- Strategic and executive communication experience that can lead communications for C-suite, the Board, senior officials in both policy and technology spheres, and internal team
- Entrepreneurial and takes initiative with little direction
- Event management and coordination experience, from AMAs to large-scale full day conferences
- Social media coordination, amplification, and growth experience
- Website development and management experience
- Marketing communications to position organizations for growth
- Growth and partnership development mindset
- Experience managing and growing a small team, including interns
- Willingness to grow as part of expanding, innovative start-up
- National security policy awareness
- Grounded in emerging technologies and the innovation ecosystem

Applications will be reviewed on a rolling basis. Please send your resume, and a cover letter to info@securityandtechnology.org highlighting how you have used communications to grow and develop an organization. Anticipated start date: Immediate. Competitive salary commensurate with experience, ranging from \$65,000-\$85,000. Location: Preference for San Francisco Bay Area.