

Managing Director, External Affairs San Francisco, CA



TIPPING POINT
COMMUNITY

About Tipping Point Community

Since 2005, Tipping Point Community has raised more than \$120 million to educate, employ, house and support those in need in the Bay Area, impacting the lives of over 137,000 people last year alone. Tipping Point Community screens non-profits rigorously to find, fund and partner with the most promising groups helping low-income people achieve self-sufficiency. Beyond dollars, we provide our grantees with the communications, technical and management assistance they need to grow and increase their impact in the fight against poverty. 100% of every dollar donated goes out the door because our board underwrites all operating and fundraising expenses.

To learn more and subscribe to our newsletter, please visit our website at www.tippingpoint.org.

Values

Tipping Point's core values are at the heart of everything we do and we look for individuals who share our commitments:

- **We are one community.** We believe that the responsibility for fighting poverty belongs to all of us.
- **We serve.** Our approach is humble and respectful. We exist to meet the needs of others.
- **We celebrate generosity.** Every gift counts, whether big or small.
- **We get results.** We are relentless in the pursuit of our goals. We hold ourselves and each other accountable.
- **We are always learning.** We are risk takers. We commit to facing our challenges as we support solutions that last.

Position Overview

Tipping Point Community seeks a Managing Director, External Affairs with a passion for changing the landscape of poverty and philanthropic giving in the Bay Area to lead teams responsible for communications, events, and development. The Managing Director, External Affairs reports directly to the Chief Operating Officer, and directly supervises the Director, Communications; Director, Events; and Vice President, Development. This highly visible and often public-facing role requires interaction with the Tipping Point Board of Directors, Leadership Council, grantee and donor communities and brings with it an opportunity to build Tipping Point's brand and shape the creative vision and direction for events, fundraising, and programmatic communications. Tipping Point is now in its second decade and needs a Managing Director, External Affairs who is excited about the opportunity to craft and communicate the organization's vision so that the importance of the work can be shared through various channels with the Bay Area community and beyond. As "chief storyteller" for the organization, the Managing Director will be responsible for bringing Tipping Point's philanthropic approach, grantees, and donor community to life.

Responsibilities

Communications

- Content
 - Serve as Chief Storyteller and in close partnership with the Communications team, shape and refine Tipping Point's vision and message throughout the Bay Area and beyond
 - Lead development of organizational message and narratives for internal + external audience
 - Oversee and ensure high level of content execution and brand consistency across all channels, internally + externally; guide and support creation of overall strategy
 - Develop narrative, draft + edit content, and prepare CEO and other senior Tipping Point staff for speaking engagements, public appearances, OpEds/thought leadership; oversee team members in this work

- Direct and oversee development of messaging and creation of content for events and print materials
- External
 - Partner with with grantees on communications, events, and fundraising-related needs as appropriate
 - Build relationships with media outlets; increase brand awareness and presence
 - Serve as key liaison to Board, Leadership Council, and major donors on matters related to Tipping Point communications, fundraising, and events
 - Manage relationships with partners + vendors including design, event production, décor, catering, marketing + communications

Events

- Direct and oversee design and execution of event programs to tell the story of Tipping Point and our grantees, including
 - speaker selection, content development, speaker preparation, and messaging arc
 - fundraising concept and execution
 - unique creative concepts that tie together events and communications
- Oversee production of approximately 30 annual events, including major annual fundraising event for 1300+ guests as well as other smaller fundraising, education, and grantee community events; lead teams in execution of the event
- In partnership with team managers, create and facilitate “benefit bootcamp” offsite session to generate ideas, inspire staff, and establish event goals, timelines, milestones
- Working with production, décor, and print partners, develop event concepts and themes; work with Director, Events to oversee relationships with all event partners and vendors
- Oversee relationship with talent vendor; secure talent
- Oversee management of event budget

Development

- Working closely with VP of Development, oversee creation and execution of fundraising strategy; maintain “art” of fundraising for Tipping Point
- Ensure fundraising targets are set and reached

Management

- Directly supervise three manager-level direct reports; indirectly supervise ten additional team members (who report to the three managers)
- Serve as member of and primary liaison to Leadership Team; partner with other senior staff to ensure coherence across work and teams
- Provide guidance and oversight ensuring creation of Board meeting content related to communications, events, fundraising
- Serve as primary liaison to the Board and Leadership council including seeking input as appropriate

Qualifications

- Bachelor’s degree required
- Ten+ years relevant professional experience including five years in a leadership capacity that includes management of large budgets and teams
- Demonstrated success managing high performing teams and leading team members to full potential with emphasis on professional development
- Experience building brands in complex settings with multiple stakeholders
- Highly creative
- Strong attention to detail; highly organized
- Ability to thrive in a fast-paced environment
- Initiative, enthusiasm and willingness to pitch in at all times

- Sense of humor is a must
- Strong team player who also works well independently
- Commitment to Tipping Point's mission and values and ability to operate with the highest degree of integrity in representing the organization
- Ability to handle sensitive information in a confidential manner

Salary and Benefits

Tipping Point Community offers a competitive salary and benefits, commensurate with experience and skills.

How to Apply

Please submit a thoughtful cover letter explaining your interest in Tipping Point Community, where/how you found out about this career opportunity, and your salary requirements. Email a PDF copy of your cover letter and resume to recruiting@tippingpoint.org. Please write your name and the title for this position ("Your Name – Managing Director, External Affairs") in the subject line of your email. Incomplete applications (without cover letter and resume) will not be considered.

Tipping Point provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.