



Executive Social Media Manager

About Simplicity:

From strategy to execution, [Simplicity Consulting](#), a 24 Seven company, is the preferred marketing and business consultancy for the new world of work. We help companies accelerate growth, add a fresh perspective, and increase capacity—at the speed of business—with access to our curated community of project and program management, business operations, and communications experts.

Simplicity is a five-time Inc. 5000 honoree as one of the fastest-growing private companies in America and has been recognized as one of Washington's largest women-owned companies by Puget Sound Business Journal. Female-founded and -run, we're committed to helping everyone thrive in today's workplace.

Role Overview:

The **Executive Social Media Manager** is a creative storyteller at heart who will promote and strengthen the brand by organizing and running marketing campaigns over social media platforms.

You are a creative, independent thinker who will drive social media marketing strategies through platform-specific expertise and a content-focused lens. From ideation to creation to execution, you know exactly how to own a social media content strategy. As a leader of innovation and impact, you work hard to consistently elevate the company's brand.

Successful candidates have experience working directly with senior leaders on building a strong social media presence, both in terms of a data-driven strategy and reporting. You bring a demonstrated ability to work in a fast-paced, dynamic organization, and can work well within collaborative, diverse teams across several departments. You work collaboratively with other communications counterparts on events, key announcements, and relevant content development.

Objectives:

- Define and translate the company's and/or executive's brand for a variety of audiences
- Manage media relations, including press releases, interviews, panels and more
- Develop and execute strategic communications plans and execute at a tactical level
- Maintain communication, engagement, and connectivity with key stakeholders

Deliverables/Responsibilities

- Articulate ideas in an executive's voice through email, award and speaking submissions, blog posts, social posts, and more
- Translate business objectives, company performance and management philosophy into stories and messages that relate to a specific audience
- Research, write, and fact-check communications materials for executive office on a variety of deliverables for internal and external audiences
- Work across the organization to source and package stats, facts, and other proof points to support storylines
- Create executive communications content calendar that aligns with corporate activities and creates the right cadence for launching new material
- Partner closely with public relations and marketing departments to incorporate narratives into broader plans and strategies
- Measure the success of executive communications and make ongoing improvements based on results

Key Skills (Required):

- 7+ years of executive communications experience in a fast-paced environment
- Strong communication skills including writing, editing, proofreading, and presentation
- Ability to collaborate cross-functionally within a highly matrixed organization
- Proven ability to work with high level executives and deliver outstanding results
- Demonstrate discretion in the management of confidential corporate information
- Ability to multi-task, prioritize and coordinate tasks to meet multiple deadlines
- Excellent problem solving and analytical skills with meticulous calendar management
- Confidence to constructively share opinions and suggest improvements
- Proficient in using research and metrics to drive messaging
- Vigilant attention to detail and commitment to accuracy
- Thrives in fast-paced culture of change and innovation

Preferred Qualifications:

- Experience working with global, enterprise organization
- Experience working in PR, journalism, or marketing



- Bachelor's Degree in relevant field

Benefits:

- Health: Medical (HSA or PPO) and Vision
- Voluntary Insurances: Dental, Disability, Life, and AD&D
- 401K with employer match
- Unlimited PTO
- Paid holidays

Equal Opportunity Statement:

Simplicity is committed to creating a diverse, inclusive, and supportive environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, age, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.