



Communications Specialist – FTE

This is a hybrid remote position, working a minimum of two days per week in the SRF's San Francisco, CA office (Financial District, 1 block from BART).

Flex your creativity while making a meaningful difference. Join the dedicated team at the Scleroderma Research Foundation (SRF).

Who We Are

The SRF is a nonprofit with a crucial mission: to cure scleroderma, a rare, debilitating, and sometimes fatal autoimmune disease. There are significant unmet needs in the scleroderma community, and we're here to address them. As the nation's leading nonprofit investor in scleroderma research, we've raised over \$50 million to fund the most promising projects and studies for better therapies and, ultimately, a cure for scleroderma.

Raising awareness and providing scleroderma education are key parts of our strategy to support research. We do this through our digital presence (like social media, webinars, website resources, and more), in-person scleroderma conferences and gatherings, and through high-profile media events like our signature fundraiser, Cool Comedy • Hot Cuisine. For nearly 30 years, this buzzworthy evening was spearheaded by "America's Dad," Bob Saget, alongside founding board member chef/restaurateur Susan Feniger. Since his passing, many of Bob's long-time friends—including musician John Mayer, comedian Jeff Ross, and fellow board member/producer/actress Regina Hall—have joined Susan Feniger and Bob's wife, Kelly Rizzo, to continue this one-of-a-kind event for a cure.

Our team works collaboratively and efficiently to bring these impactful projects to life. Based in San Francisco's Financial District, the SRF is growing fast, and we're expanding our team to help enable and accelerate our ability to drive research forward. We're looking for people who are passionate about making a difference, creatively solving problems, and taking their work to the next level—to build both a future for themselves and to advance the SRF's mission.

Who You Are

You have a passion for community engagement and driving change through communications. You are imaginative, driven, and exceptionally organized, with outstanding interpersonal and collaboration abilities. You can manage your projects efficiently, pay meticulous attention to detail, and explain your creative decisions to stakeholders. You're always looking for an excuse to try out a new technique you've learned (or want to learn). You're continually curious and you love to think about and explore new approaches to sharing stories and information.

By working closely with the Director of Communications, you'll be responsible for reinforcing the SRF's reputation as a research leader and trusted voice in the scleroderma community. From crafting compelling stories to brainstorming new ways to improve our communications, you'll work on a wide variety of creative projects without the red tape of a larger organization.

You'll take part in refining the identity of our expanding programs and creating materials that galvanize our community to help advance the search for a cure. You'll have a direct influence on projects and will be able to showcase your work with pride

What You'll Do:

- Assist in creating, editing, and managing content (written, images, and video) for projects such as the monthly eNewsletter, social media, website content, fundraising campaigns, and more.
- Develop compelling stories and posts appropriate for the platform to deepen audience engagement, both online and in print.
- Engage with audience members and identify individuals interested in sharing their stories; manage interviews and interactions professionally and empathetically.
- Using our brand style guides as a springboard, create fresh and engaging creative assets for use across digital and print applications, applying best practices and strong design principles.
- Perform basic photo and video editing; manage and organize media files.

Other responsibilities:

- Manage daily inquiries on social media; respond to general comments and questions; connect audience members with team members to assist with more specific questions.
- Leverage the Asana project management tool to track assigned tasks and projects; follow up on status and gather input from collaborators and stakeholders.
- Support and attend SRF events as required (minimum two per year, at least one involving travel, and both likely during evenings/weekends).
- Develop the ability to represent the organization, and communicate its history, achievements, mission, and goals to both internal and external stakeholders.
- Provide writing and editing support to colleagues as needed.
- Monitor trends and best practices in similar organizations, marketing, social media, design, and strategy to integrate relevant best practices; continuously seek out and engage in learning opportunities.
- Other duties/projects as assigned.

What You'll Bring to the Table (Qualifications/Experience):

- Bachelor's degree in a related field and a minimum of 2 years of related experience—or equivalent combination.
- Experience in a nonprofit setting is highly preferred.
- Demonstrated experience in the following:
 - Excellent writing, proofreading, and editing skills.
 - Synthesizing complex scientific/medical materials and communicating information so that they can be easily understood.

- Contributing to three or more of the following: newsletters, annual reports, website articles/stories, social media posts, fundraising campaigns, press releases, or executive-level ghostwriting.
 - Creating visual media that shows a strong command of the fundamentals of graphic design, a creative perspective, and a tasteful point of view.
 - Managing content and interacting with community members on Facebook, YouTube, LinkedIn, Instagram, TikTok, or other relevant social media.
- Good judgment, prioritization, and critical thinking, including under time pressure; completes work with integrity and transparency.
 - Must be proactive, flexible, and willing to “roll up your sleeves”; able to work independently as well as part of a high-functioning team.
 - This is a hybrid remote position. Candidates must be located within commuting distance of San Francisco (≤ 50Mi.) and work out of our San Francisco, CA office (Financial District, 1 block from BART) at least twice per week.

Software Proficiencies: Visual media software such as Adobe Creative Suite—including Photoshop, Premiere, & InDesign—or Figma; Microsoft Outlook, Word, PowerPoint, and Excel; email communication tools (ie Constant Contact), website management (ie WordPress), and social media management (ie Sprout).

Bonus Qualifications: If you have any of the following skills and/or experiences (or something similar you think is relevant), we’d love to hear about it:

- Any experience with medical or scientific communications.
- Familiarity with fundraising platforms and donor management software (ie Blackbaud, Classy).
- Knowledge of HTML and CSS.
- In-depth knowledge of film or photography.
- Monitoring and analyzing digital media metrics.

What You Will Enjoy as an Employee of the SRF

You'll be a part of a collaborative, high-performing team while making an important difference for people living with scleroderma. Other benefits include:

Expected compensation for this role: \$80,000 to \$90,000 per year, commensurate with experience

Comprehensive benefits package including the following: 100% employer-sponsored health care (medical, dental, and vision, with additional options at an affordable cost); life and disability insurance, 403b plan, flex spending account, commuter benefits, and a healthy work-life balance with very generous holiday (at minimum 11 days, plus your birthday) and vacation benefits (3 weeks accrued in the first year)



While this position is partially remote, please note that the selected candidate must be located within reasonable commuting distance to San Francisco (≤ 25 Mi.) so that they can work at minimum two times a week from our San Francisco, CA office (Financial District, 1 block from BART).

Job Classification: This is an exempt, full-time position. Typical work hours are Monday to Friday.

Reports To: This position reports to the Director of Communications.

To Apply

Please submit a resume and cover letter (required) to hannah@sclerodermaresearch.org. Please, no phone calls. Candidates chosen for interviews will be asked to provide writing and visual media samples.

The SRF is an equal opportunity employer, committed to a diverse and inclusive workplace. The SRF employees are proud of their colleagues, proud of where they work, and proud of the Foundation's research-focused mission. Thank you for your interest!