

# Employee Communications and DE&I Manager

## Description

Introduction to Demandbase: Demandbase helps B2B companies hit their revenue goals using fewer resources. How? By using the power of AI to identify and engage the accounts and buying groups most likely to purchase. Our account-based technology unites sales and marketing teams around insights that you can understand and facilitates quick actions across systems and channels to deliver big wins. It's flexible, scalable ABM built for you. As a company, we prioritize both the advancement of careers and the development of world-class technology. We invest heavily in people, our culture, and the communities around us. We have offices strategically located in San Francisco and New York in the US, and Hyderabad, in India and we embrace a hybrid work model in these regions. Outside of these areas we offer a remote work option and boast a significant presence in Austin, TX, Atlanta, GA, and London, UK. Continuously lauded as a great place to work, we are Great Place to Work Certified, and have earned distinctions such as "Fortune's Best Workplaces in the Bay Area," Best Workplaces in Technology," "Best Workplaces for Millennials," and "Best Workplaces for Parents"! We're committed to attracting, developing, retaining, and promoting a diverse workforce. By ensuring that every Demandbase employee is able to bring a diversity of talents to work, we're increasingly capable of achieving our mission to transform the way B2B companies go to market. We encourage people from historically underrepresented backgrounds and all walks of life to apply. Come grow with us at Demandbase! About the Role: You will work with the Senior Director, Employee Experience and DE&I to develop multi-channel employee communications with a focus on driving transparency and clarity. As a DEI practitioner, you will bring your experience and passion to your work in order to ensure that we are fostering a culture of community, diversity, inclusion, and belonging, while supporting the next generation of leaders and employees through our Employee Resource Groups (ERGs). In this role, you can expect to spend about 40% of your time on communications and 60% on DEI, though the balance may vary week-to-week. The base compensation range for this role, not including a company bonus, is: \$80,000 - \$125,000. What you'll be doing: Employee Communications Plan, write, and edit a wide variety of employee communications - e.g. People/HR program and process announcements, leadership communications, and culture-building content - like employee profiles and spotlight articles Produce our weekly employee newsletter, managing all aspects of editorial planning, content creation, design, writing, editing, and delivery Innovate processes to improve the employee experience, e.g. new employee welcomes, milestone celebrations, recognition DEI Spearhead the growth and development of ERGs, recruiting and supporting ERG leaders and developing strategies to increase employee participation and engagement Establish metrics to track the effectiveness of ERG programs and DEI initiatives Manage the DEI events and communications calendar, collaborating with teams across the company to create impactful content Participate in the planning and execution of philanthropy events, campaigns, and initiatives, coordinating logistics, communication efforts, and stakeholder engagement to ensure successful implementation Collaborate with the Learning and Development team to recommend, develop, facilitate, and track DEI content to provide training and educational resources that foster a culture of diversity, equity, and inclusion What we're looking for: 3-5 years of relevant experience in HR communications or a related field, including diversity, equity, and inclusion (DEI) initiatives, Employee Resource Group (ERG) oversight, and preferably experience in philanthropy program management Proven ability to develop, manage, and execute communications plans for HR and broader organizational needs as well as DEI-specific initiatives Exceptional writing skills, capable of crafting a wide range of

## Hiring organization

Demandbase

## Job Location

Remote

## Base Salary

\$ 60000 - \$ 110000

## Date posted

May 17, 2024

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employee communications Familiarity using a variety of communication tools, software, and vehicles to ensure impactful communications Comfortable working in a dynamic environment with changing priorities, demonstrating adaptability and resilience in managing multiple projects simultaneously Strong project management acumen; detail-oriented approach to planning and execution, ensuring accuracy, timeliness, and effectiveness of initiatives Eagerness to grow and develop leadership skills within the People/HR space, with a focus on driving employee engagement, promoting a positive workplace culture, and advancing strategic DEI goals In lieu of a college degree, work experience and a portfolio demonstrating successful communication outcomes, including ERG program management and DEI-related efforts, will be considered Preference for someone based in the SF Bay Area, Austin, or New York Benefits: Our benefits include options for up to 100% paid Medical and Vision premiums for employees, a flexible PTO policy, no internal meetings Fridays, as well as access to Modern Health and other mental wellness resources. Additionally, we offer eight paid holidays and two additional week-long breaks when all Demandbase employees in the US take time off simultaneously (the week of July 4th and the week of Thanksgiving). We also provide 401(k), short-term/long-term disability, life insurance, and other great benefits. Our Commitment to Diversity, Equity, and Inclusion at Demandbase: At Demandbase, we believe in creating a workplace culture that values and celebrates diversity in all its forms. We recognize that everyone brings unique experiences, perspectives, and identities to the table, and we are committed to building a community where everyone feels valued, respected, and supported. Discrimination of any kind is not tolerated, and we strive to ensure that every individual has an equal opportunity to succeed and grow, regardless of their gender identity, sexual orientation, disability, race, ethnicity, background, marital status, genetic information, education level, veteran status, national origin, or any other protected status. We do not automatically disqualify applicants with criminal records and will consider each applicant on a case-by-case basis. We recognize that not all candidates will have every skill or qualification listed in this job description. If you feel you have the level of experience to be successful in the role, we encourage you to apply! We acknowledge that true diversity and inclusion requires ongoing effort, and we are committed to doing the work required to make our workplace a safe and equitable space for all. Join us in building a community where we can learn from each other, celebrate our differences, and work together. Please mention the word **\*\*QUIETER\*\*** and tag **RMjE2LjI0NS4yMjEuOTE=** when applying to show you read the job post completely (**#RMjE2LjI0NS4yMjEuOTE=**). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they're human.

## Contacts

Job listing via [RemoteOK.com](https://www.RemoteOK.com)