

## Communications Manager

The Voter Protection Program (VPP), a nonpartisan organization focused on the critical role states play in election protection, is looking to hire a Communications Manager. The Communications Manager will support the planning and execution of the organization's earned and digital communication activities.

The Communications Manager will assist in planning, preparing and executing VPP earned and digital communication priorities. This position is perfect for a candidate with a strong rolodex of reporters, excellent organizational skills, experience working in a campaign-like environment, and an understanding of the intersection between earned and social media. This is not an entry level position and requires some flexibility in work schedule. The Communications Manager will report to the Director of Communications and Strategic Partnerships. The expected salary range for this position is \$70,000-\$90,000, and salary is commensurate with experience.

### Responsibilities:

- Earned Media
  - Contribute to the VPP earned media strategy and planning for 2021 and beyond including profile building for VPP leadership.
  - Support the development and execution of communications strategy around polling and paid media.
  - Proactively craft and pitch stories and narratives, as well as respond to incoming press requests.
  - Coordinate, prep, and staff interviews and press calls with VPP leaders and key stakeholders.
  - Support drafting op-eds, letters to the editor, press releases, media advisories, and talking points on a variety of issues related to VPP's mission including managing the drafting and review process for the VPP email update/newsletter.
  - Coordinate outreach to VPP stakeholders and allies for VPP programs or key moments.
  - Monitor national & state news, brainstorm, and pitch stories on the state and national level.
  - Develop relationships with reporters and press nationally and in target states.
  - Some administrative duties including press and influencer list maintenance.
- Digital Media
  - Working with the Director of Communications to devise strategy and plan for social media platforms with a focus on Twitter and Facebook.
  - Support paid media campaigns including helping pitch ideas, coordinate with consultants, and report on results.
  - Oversee the development of social media tool kits for VPP team and allies on key moments and activities.
- Additional
  - Support maintenance and adherence to VPP style guide across earned and digital media.
  - Help coordinate with freelancers and earned/digital consultants, as needed.

## Qualifications:

- Clear, strong, and effective oral and written communications skills.
- Strong writing and editing skills—work translating complex policy or legal briefs into more relatable language a plus.
- Active follower of news cycle and basic understanding of how traditional media and social media intersect.
- Attention to detail and accuracy—especially across the drafting process with multiple editors or stakeholders in a remote environment.
- Ability to work collaboratively with colleagues in a demanding and fast-paced environment.
- Project management skills that enable the juggling of multiple tasks, allocating and optimizing resources and managing timelines.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- 4-6 years of communications experience, at least 2 years of media-relations experience.
- Experience in a non-profit, political, government, or academic setting a plus.

Offices will be in DC, but this position can be remote in the short term.

This organization is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or any other characteristic protected by law. Women, people of color, LGBTQ individuals, people with disabilities, and veterans are encouraged to apply.

To apply, please send a resume, cover letter, and references to [voterprotectionjob@gmail.com](mailto:voterprotectionjob@gmail.com) with the subject line, "Communications Manager."