

## Digital Communications Manager

The [Voter Protection Program](#) (VPP), a nonpartisan organization focused on the critical role states play in election protection, is hiring a Digital Communications Manager. This is a newly created position within a rapidly growing organization.

The Digital Communications Manager will oversee VPP's digital platforms including Facebook, Twitter, email update, and website. This individual will have proven social media insights and results, excellent organizational and writing 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 Digital Communications Manager will report to the Director of Communications and Strategic Partnerships. The expected salary range for this position is \$60,000-80,000 and salary is commensurate with experience.

### Responsibilities:

- Coordinate with the Director of Communications to develop a long-term content strategy and calendar.
- Work with designers, editors, and communications staff to produce compelling written, visual, and video content to support VPP and its stakeholders.
- Drive engagement and maintain all social media platforms including supporting the drafting, editing, and scheduling of online content including drafting content for VPP leadership.
- Support growth in content creation department (graphics & video) including brainstorming ideas and helping manage projects from idea through completion.
- Closely monitor current events to create relevant digital campaigns that align with the organization's priorities (i.e. rapid response social media tool kits).
- Draft messaging for digital and social media assets that align with core issue areas and organization priorities.
- Cultivate relationships with key stakeholders and relevant staff within partner organizations.
- Manage day-to-day content updates to organization website(s), microsites, and digital newsletter.
- Engage with vendors on user experience and other digital assets and programs.
- Provide monthly analytics report for the Director of Communications and other team members, offering insights and opportunities into website, social media, and stakeholder list engagement.
- Identify needs for departmental processes, such as internal trainings, digital tools, etc.
- Assist with special projects and events as needed, ranging from establishing guidelines, updating the style guide, project management, strategic planning, trainings, and events.

### Preferred Skills & Experience

- Bachelor's degree
- Minimum of 3 years of relevant digital and/or marketing experience
- Strong writing skills

- Proven ability to successfully manage and drive engagement on social platforms including Twitter and Facebook
- Strong ability to apply sound judgment and to effectively communicate across all levels of the organization including senior leadership, partner organizations, internal and external collaborators
- Experience managing a Content Management System (CMS) or other content storage system
- Basic coding skills (HTML5, JavaScript)
- Proficiency in Customer Experience (CX), User Experience (UX), and/or graphic design
- Competency with Mac and PC computers including troubleshooting and basic networking knowledge
- Flexibility to adjust schedule to changing priorities and to effectively operate in a fluid and fast-paced environment
- Project management skills that enable the juggling of multiple tasks, allocating and optimizing resources, and managing timelines with an ability to drive for results
- Knowledge of digital paid media strategy a plus
- Previous experience in a non-profit, government relations, and/or campaign environment a plus

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

Voter Protection Program 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, "Digital Communication Manager".