

Communications Manager

The Leadership Conference on Civil and Human Rights/ The Leadership Conference Education Fund

The Leadership Conference on Civil and Human Rights is a coalition charged by its diverse membership to promote and protect the rights of all persons in the United States. The Leadership Conference works toward an America as good as its ideals. For more information on The Leadership Conference and its 200-plus member organizations, visit www.civilrights.org.

The Leadership Conference Education Fund builds public will for federal, state, and local policies that promote and protect the civil and human rights of all persons in the United States. The Education Fund's campaigns inform, educate, empower and mobilize leaders and advocates around the country to push for progressive change in the United States.

Description

The **Communications Manager** develops and executes consequential communications campaigns that advance the organizations' public education and advocacy campaigns. This includes, but is not limited to, work on voting rights, judicial nominations, criminal justice reform, economic security, and other issues as appropriate. This position reports to the Managing Director of Communications.

Skills and Qualifications:

This job requires:

- A minimum of four years of media relations experience – including a demonstrated record of pitching stories, cultivating reporter relations, and staffing principals for interviews; on-the-record experience is preferred.
- A solid commitment to advancing civil and human rights.
- Ability to think strategically and creatively about deploying the full suite of communications tools to advance civil and human rights.
- Persuasive writing that drives others to action and superior editing skills.
- An understanding of the U.S. government and political system and the role of issue advocacy organizations; experience in advocacy communications preferred.
- Ability to work with diverse groups of people, including local, state, and national partner organizations.
- A collaborative, dependable self-starter with a record of producing high-quality work for different audiences under tight deadlines.
- Bachelor's degree

Duties and Responsibilities:

- Work with communications, policy, campaigns, and field staff and partner organizations to develop and execute public education and advocacy initiatives.

- Provide communications technical assistance to coalition and partner organizations and allies to augment ongoing advocacy campaigns.
- Draft communications plans that draw upon traditional media relations tactics, while integrating innovative uses of digital platforms and content.
- Create and execute strategic, high-quality press events that spur coverage, shift narratives, and drive key partners to act.
- Create external press materials, including press releases, advisories, statements, op-eds, etc., that deliver clear, consistent and consequential messages.
- Develop and disseminate talking points to support the work of the coalition and state-based partners.
- Respond to other matters as needed and assigned.

Salary and Benefits:

This is a full-time position with a competitive salary and excellent benefits.

To Apply:

To apply, e-mail resume, cover letter detailing your fit with the position's responsibilities, 2 writing samples, and your starting salary requirements to: personnel@civilrights.org with **Communications Manager** in the subject line. Only applications submitted by email will be considered. We are looking to fill this position immediately. **Applications will be accepted on a rolling basis.**

The Leadership Conference and The Education Fund provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual expression and identity, veteran status, national origin, age or disability.