



The Leadership Conference
on Civil & Human Rights

The Leadership Conference on Civil and
Human Rights
Managing Director of Communications
Washington, DC

KOYA

LEADERSHIP
PARTNERS



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About The Leadership Conference on Civil and Human Rights

The Leadership Conference on Civil and Human Rights (The Leadership Conference) is a coalition charged by its diverse membership of more than 200 national organizations to promote and protect the civil and human rights of all persons in the United States. Through advocacy and outreach to targeted constituencies, The Leadership Conference works toward the goal of a more open and just society – an America as good as its ideals. The Leadership Conference is the nation’s oldest, largest, and most diverse civil and human rights coalition. It is the nerve center for fighting discrimination in all its forms and expanding opportunity and fairness for all Americans.

The Leadership Conference is a 501(c)(4) organization that engages in legislative advocacy. It was founded in 1950 and has coordinated national lobbying efforts on behalf of every major civil rights law since 1957.

The Leadership Conference Education Fund (The Education Fund) is a 501(c)(3) organization that complements this work by building public will for federal policies that promote and protect the civil and human rights of all people in America. Its campaigns empower and mobilize advocates around the country to push for progressive change in the United States.

Programming priorities for both The Leadership Conference and The Education Fund are focused on:

- **Democracy:** Including work on the 2020 Census, courts, and voting rights
- **Justice:** Including work on immigrant rights, justice reform, and policing
- **Inclusion & Opportunity:** Including work on economic security, education, fighting hate and bias, and media and technology

The Leadership Conference was originally founded as the Leadership Conference on Civil Rights by A. Philip Randolph, head of the Brotherhood of Sleeping Car Porters; Roy Wilkins of the NAACP; and Arnold Aronson, a leader of the National Jewish Community Relations Advisory Council. Their visionary leadership was grounded in their commitment to social justice and the firm conviction that the struggle for civil rights would be won not by one group alone, but through coalition.

While many marched in the streets, sat-in at lunch counters, and refused to ride in the back of the bus, The Leadership Conference worked to get Congress to pass legislation

that would protect the civil and human rights of all people in America. The Leadership Conference lobbied for and won the passage of the Civil Rights Act of 1957, the Civil Rights Act of 1960, the Civil Rights Act of 1964, the Voting Rights Act of 1965, the Fair Housing Act of 1968, and also helped to organize one of the defining events of the 20th century — the March on Washington for Jobs and Freedom in August 1963. For more information on The Leadership Conference on Civil and Human Rights, please visit <https://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.

The Opportunity

The Leadership Conference on Civil and Human Rights and The Leadership Conference Education Fund seek an innovative **Managing Director of Communications**. This strategic communicator will drive narrative shifts among media influencers and seize proactive news-making and storytelling opportunities. The most competitive candidate awakes every day with communications strategy on their mind, key reporters and influencers in their contacts, and civil and human rights in their heart. This solutions-oriented manager will serve as the de facto deputy in the Department and will play a significant role in sustaining and growing the organizations' communications department and reach.

Candidate Profile

The ideal candidate will have the following professional and personal qualities, skills, and characteristics:

- Manages the implementation of integrated strategic communications plans to advance the mission and brand of the organizations, to broaden awareness of its priorities and programs, and to increase the visibility of its programs across key stakeholders.
- Oversees and manages the media relations operation in developing and maintaining positive working relationships with targeted online, print, and broadcast journalists, editorial writers and columnists, and other persons of influence.
- Manages the efficient drafting and vetting process of press releases and media advisories, speeches, and op-eds, organizing of press conferences and briefings.
- Supports the development of communications vision, frame, and narrative to achieve the organizations' campaign goals and policy objectives.
- Manages employees who provide communications strategy and support to organization programs through a matrix structure.

- Manages Department operational matters, including human resources, morale and welfare, training, systems, and processes.
- Serves as liaison with the Development Department, ensuring that communications support and collaboration is strategic and effective.
- Devises processes and procedures that maximize Department effectiveness in driving strong communications goals and advancing our civil rights mission.
- Serves as Acting Executive Vice President as needed, such as interfacing with Senior Leadership Team and President/CEO.
- Manages communications consultants as needed.
- Performs other tasks as assigned.

Management responsibilities:

The Managing Director supervises the: Director of Communications – Rapid Response; Director of Coalition Communications and Research; Digital Director; Creative Director; and a Communications Assistant. The Managing Director also serves as the de facto deputy of the entire Communications Department.

Reports to:

This position reports directly to the Executive Vice President of Communications.

In addition, strong candidates will have the following education and experience:

- A Bachelor's Degree.
- At least 10 years of communications experience.
- Five to seven years of management experience in a communications role/department -- including supervising other managers.
- A passion for, and prior experience supporting, the issues represented by The Leadership Conference and The Education Fund.
- A proven track record of driving exceptional internal and external communications for organizations.
- Strong relations with key reporters.
- A record of exceptional senior management and leadership that articulates and maintains high standards, transforms teams, and empowers and motivates subordinates.
- Experience supporting employees working in a matrix structure -- including tangible experience devising efficient workstreams and coaching employees who support several issue areas.
- Excellent verbal and written communication skills with attention to detail.
- Strong interpersonal skills and collegial working style.
- A multi-tasker and strong project manager with the ability to manage teams in a fast-paced environment.

Contact

Koya Leadership Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Molly Brennan and Shelby Woods are leading this search. To express your interest in this role, please visit this link [here](#). All nominations, inquiries, and discussions will be considered strictly confidential.

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. The Leadership Conference strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+, and other underrepresented applicants.

About Koya Leadership Partners

Koya Leadership Partners, a member of the Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—**The Right Person in the Right Place Can Change the World**—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

For more information about Koya Leadership Partners, visit www.koyapartners.com.