

Washington State Democratic Central Committee
Job Description
Communications Director

The Communications Director is responsible for creating and implementing an annual communications plan and managing official events, media appearances and meetings. S/he/they should be skilled in managing multiple, competing priorities simultaneously and while maintaining a sharp focus on details. S/he/they must be creative, dynamic, relentless, and unafraid to take risks.

The Director will report to the State Party Executive Director, and work with the entire Party team. Salary is \$65,000 to \$80,000/year, depending on experience, with health care, vision and dental coverage. The position is part of a union collective bargaining agreement and is based in our Seattle, Washington office once Seattle is declared ready to open safely within the boundaries of Covid-19.

Responsibilities

The Communications Director will direct the operations for internal and external communications, including but not limited to media appearances, press releases and advisories, events, and internal communications.

Duties Include

- Working with staff, partners, consultants, and vendors on an aggressive communications strategy, including implementing an annual communications calendar, branding initiatives, and external media relations.
- Aggressively seize media opportunities that appear on the local, state, and national stage, to promote the values and candidates of the democratic party.
- Working with the organization's Digital staff to guarantee seamless internal and external communications.
- Working with the organization's Development Director on fundraising strategy decisions, public-facing messaging tactics, and politically sensitive issues as appropriate.
- Working with the organization's Compliance Director to ensure all communications meet state and federal compliance requirements.
- Directing teams of staff, partners and volunteers in the planning and execution of communications events.
- Developing and managing strategies geared towards the communications lifecycle as it relates to long-term internal and external communications, as well as the news of the day.
- Drafting fundraising and event communications, including acquiring input from the Chair, Executive Director, and consulting outside affected parties, such as elected officials, candidates, initiative campaigns, etc.
- Acting as point of contact for guest speakers, providing briefing documents and talking points, and attending to other special requests.
- Acting as point of contact with allied campaigns for communications strategy, plans and events.
- Acting as point of contact for venue management and other vendors, such as catering and audio-visual providers. This includes determining appropriate room setup orders and timed, detailed event schedules for communications and internal events.
- Tracking internal and external communications, including reports weekly, monthly, or as requested.

Requirements

- Impeccable and effective writing, editing, and verbal communication skills.
- Impeccable knowledge for establishing newsworthy content to gain earned media.
- A passion for social justice and a commitment to Democratic Party values.
- 5+ years communications experience, including time directing a department/staff.
- Proven track record of creative and compelling external communications work.
- An unabating drive to unearth new strategies to elect democrats.

- A friendly and professional member-first demeanor.
- Ability to manage multiple projects independently.
- Proficiency in MS Office, including Microsoft Word and Excel, with preferred experience in NGP-VAN and Patton Technologies; basic knowledge of content management systems to manage social media and website updates.
- Detail oriented and comfortable working in a fast-paced office environment.
- Superior organization skills and dedication to completing projects in a timely manner.
- Spanish proficiency preferred, but not required.

The Washington State Democratic Central Committee strives to create a diverse, equitable, and inclusive environment and is proud to be an equal opportunity employer. We actively encourage applicants from historically underrepresented backgrounds, including first-generation college graduates, Black, Indigenous, and People of Color, people with disabilities, and people who identify as part of the LGBTQ* community. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Recruitment for this position will remain open until February 15, 2021. To apply please send your resume to Karen Deal via kdeal@wa-democrats.org, along with a brief description of why you are uniquely qualified, including examples of creative strategies you would bring to the position. Consideration will be given to all qualified applicants who submit their resume by the time recruitment closes.