

Director of Communications and Public Affairs Sample Job

Description

(Medium organization)

Position Description

XYZ Nonprofit

Director of Communications and Public Affairs

Organization

Founded in 1990, XYZ Nonprofit's mission is...

Revenues: \$10 million to \$20 million

We do this by...

For more information, please visit www.XYZnonprofit.org

Position

The Director of Communications and Public Affairs will lead an initial team of four and coordinate the organization's overall communications strategy. Reporting to the Chief Executive Officer (CEO), the Director of Communications and Public Affairs will work collaboratively with senior leadership to develop and implement communication strategies to broaden the impact of XYZ Nonprofit's programs and oversee organizational messaging and constituent services.

Responsibilities

- Collaborate with the CEO and senior leadership to develop communications strategies that will broaden programmatic reach and deepen impact
- Develop and refine XYZ Nonprofit's "core" messages to ensure organizational consistency
- Identify significant media and public policy issues that can be leveraged to support XYZ Nonprofit's work, and create and implement plans to exploit them
- Serve as executive editor for the organization's website
- Oversee organizational response to inquiries about XYZ Nonprofit

Boston

535 Boylston St., 10th Floor
Boston, MA 02116
P 617 572-2833
F 617 572-2834

New York

112 West 34th St., Suite 1510
New York, NY 10120
P 646 562-8900
F 646 562-8901

San Francisco

465 California St., 11th Floor
San Francisco, CA 94104
P 415 627-1100
F 415 627-4575

Qualifications

- Significant communications experience that includes a blend of advocacy and media relations
- A strong track record of positioning an organization to achieve tangible outcomes in a competitive communications environment
- Ability to coach and support senior leaders as spokespersons

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