



CENTER FOR
PUBLIC JUSTICE

Director of Communications

AVAILABLE OCTOBER 1

Full-Time

Based in Alexandria, VA

Position Description

The Director of Communications will lead the Center for Public Justice's (CPJ's) communication team and advance the organization's strategic communications plan. Responsible for strategic communications as well as overseeing tactical execution, the Director of Communications will elevate CPJ's brand and develop new and innovative ways to share CPJ's vision and work. The Director of Communications will also work collaboratively to advance and execute the communications goals of CPJ's programs in alignment with CPJ's overall growth goals. The Director of Communications will build and steward relationships with donors, foundations, external vendors, journalists, traditional and online media outlets, and academic and policy partners. This position reports to the CEO and supervises a staff Communications Associate, strategic consultants and communications vendors.

About the Center for Public Justice

CPJ is a nonpartisan, independent, Christian civic education and policy organization whose mission is to serve God by equipping citizens, developing leaders, and shaping policy to advance justice for the transformation of public life. A commitment to Christ in all that we do is essential to the fulfillment of CPJ's mission, therefore any interested candidate must be able to demonstrate their faith commitment in practice and explain how they envision their faith connecting with their role at CPJ.

Key Responsibilities

- Develop and lead CPJ's communications strategy, with a specific focus on aligning strategy with CPJ's strategic plan priorities, including advancing racial equity, brand expansion, and multi-channel engagement.
- Design and execute CPJ's media plan, building strong working relationships with media professionals and growing CPJ's media presence and placement;
- Collaborate with CPJ's Development Team to design and implement communication to engage donors and the public through online and offline activities in support of CPJ's development plan;
- Lead strategy and execution for CPJ content with program leads, including web copy, newsletter copy, press releases, including evaluation, presentations, etc.;

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- Coordinate CPJ's rapid response to media inquiries, as well as serve in collaboration with coalition partners to manage press briefings and coordinate media coverage for events;
- Design and oversee implementation of CPJ's virtual and in-person event strategies including development of run of show and communications logistics and vendor management;
- Design and implement CPJ's digital strategy including identifying key online metrics and developing a systematic evaluation in order to equip program leads to monitor key metrics to drive program refinements.

Persons applying for the position should have

- Have a personal, active and demonstrable commitment to Christ, CPJ's mission, and uphold the commitments in the Standards of Faith and Conduct as articulated in CPJ's Employee Handbook;
- Have a demonstrable commitment to stewardship of an organization's brand, public profile, and internal organizational information;
- Possess a demonstrable understanding of the Reformed theological tradition and in particular its expression in the concept of public justice,
- Demonstrate significant vocational or professional experience in communications (10+ years preferred);
- Have a demonstrable track record of developing and executing a strategic communications plan, including developing and evaluating metrics for success;
- Have demonstrable experience cultivating increasing levels of engagement through various communications methods with stakeholders in CPJ's priority areas, including leaders of faith-based organizations representing communities of color;
- Knowledge and/or experience working in public policy.
- Hold at minimum a bachelor's degree in a related field;
- Be an excellent written and verbal communicator;
- Be extremely detail oriented, highly organized and flexible;
- Be a self-starter and function well with little supervision, but with high regard for direction of organizational leadership;
- Be able to manage multiple tasks simultaneously, some of which require a planning process (strategy) and others that often require quick turnaround;
- Be motivated by working to support a staff and volunteer team to accomplish its shared mission and support completion of their efforts through storytelling;
- Be able to travel to CPJ events, both locally and throughout the United States on a limited basis, up to two weekends each year;
- Be adaptable as the scope of responsibilities changes shape over time.

Salary and Benefits

The annual salary range for this position is \$100,500 - \$110,000 depending on experience and skill. CPJ offers a generous benefits package which includes: 100% paid medical,

dental, vision, short and long-term disability insurance and EAP; 16 paid holidays; two weeks paid discretionary leave (three weeks after the first year employment), paid family medical leave and a flat/non-matching employer contribution to a 403(b) retirement plan of 3% of the annual salary. This position is hybrid-eligible, meaning up to two weekly telework days (Mondays and Fridays) are available for this position. CPJ has daily core hours from 10am - 3pm Eastern, which means the Director of Communications is eligible to request a formal flexible work agreement for the remaining daily hours.

Application Process

Applicants should submit a cover letter, a current resume, a portfolio of relevant work detailing related experience, and four references with contact information including name, relationship, address, email and telephone numbers. Applicants must provide at least three professional references and one character reference who can speak to their Christian maturity.

Inquiries and application materials should be sent via email (with MS Word or PDF attachments) to the contact below, referencing "Director of Communications" in the subject line.

Upon submission of the required application materials, qualified candidates will be asked to review the Theological Basis and Standards of Conduct. Prior to setting up an interview, qualified candidates will be asked to affirm that they will uphold these standards if they are selected for the position.

No paper applications or phone calls please.

Contact:

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