

TITLE

Communications Director

JOB DESCRIPTION

The Barbara Lee Family Foundation seeks a full-time Communications Director to set, guide, and implement organization-wide communications strategy, elevate and promote the organization's President, and lead a team of communications professionals.

The Communications Director is a member of the senior leadership team and works closely with the Executive Director on communications-related priorities, opportunities, and challenges.

ABOUT YOU

The ideal candidate has exceptional written and oral communications skills; seven to 10 years of experience in a communications role for comparable organizations, including strategic planning, messaging, and media relations; experience in staff management; and a demonstrated interest in women's leadership and political participation.

ABOUT US

The [Barbara Lee Family Foundation's nonpartisan research](#) on women running for executive office has been used by politicians, press, and practitioners for nearly two decades to understand the obstacles and opportunities for women running for office. Our expertise on women in politics has been featured in national press outlets from the *New York Times* to *Glamour*, *Politico*, and MSNBC.

RESPONSIBILITIES

Strategy and Planning

- In collaboration with the Executive Director, develop and implement strategic communications plans that drive BLFF's public narrative across multiple platforms and elevates President's voice and vision
- Work with Executive Director to enhance the organization's visibility and advance its mission

Messaging and Media

- Lead the development of communications priorities and opportunities to best amplify the work of BLFF and its research
- Produce and execute project-specific communications plans, specifically related to research and public projects with partner organizations
- Expand the organization's and President's presence in national press across various media by cultivating relationships with reporters, editors, and producers
- Capture President's and Executive Director's voices across multiple platforms
- Use sophisticated framing and messaging skills and help Communications Team produce and distribute press releases, op-eds, and other collateral
- Identify new strategies to elevate BLFF's voice in the public dialogue about women in politics
- Prepare President and Executive Director for media interviews and speaking engagements

Digital Communications

- Oversee development and execution of online communications, including Twitter, Facebook, email strategy, and web presence
- Work with Communications Manager to elevate BLFF's voice and engage online audience
- Work with Executive Director and Communications Manager to drive and integrate digital strategy that articulates BLFF mission and expertise

Leadership and Management

- Lead, manage, and support communications staff including a Communications Manager and Communications Coordinator
- Manage relationships with communications consultants
- Work directly with Executive Director and President
- Collaborate with Program Director
- Manage and monitor reporting of key benchmarks for Communications Team

QUALIFICATIONS

- **Significant Communications Experience.** Seven to 10 years of experience as a communications professional, preferably at a related organization, political campaign, or government office. Experience working for a dynamic principal strongly preferred. Track record of cultivating national media relationships and successfully placing stories a must.
- **Creative, Strategic Thinking.** Experience working in the daily news cycle and developing long-term strategic communications plans, particularly for a mission-driven, 501(c)(3) organization.
- **Excellent Writing and Presentation Skills.** Proven ability to write and speak with clarity and to translate complex concepts into digestible and quotable explanations.
- **Management Experience.** Experience managing a team and working within an organization to set a strategy and execute it effectively. Ability to foster talent and supervise and support staff while also managing up, working directly with senior leadership.
- **Commitment to Mission-driven Work.** Interest in women's political participation preferred. Creativity, discretion, and the ability to maintain calm under pressure are essential.

Lee Family Office is committed to workplace diversity and inclusion and candidates from underrepresented communities are encouraged to apply. We are an equal opportunity employer and do not discriminate in hiring or employment. We offer competitive salaries, excellent benefits, and a pleasant working environment. Salary is based on a nonprofit scale and commensurate with experience.

TO APPLY:

Send cover letter, resume, and reference list to Amanda Cone, Director of Operations at:

Lee Family Office
131 Mt. Auburn St., Suite 3
Cambridge, MA 02138

-or-

acone@barbaralee.com