



August 2014

## **Job Posting Communications Director**

Policy Matters Ohio, a think tank dedicated to creating a more vibrant, equitable, sustainable and inclusive Ohio, seeks a senior-level Communications Director to lead our media and communications work. The full-time position in our Cleveland office requires extensive media experience, excellent writing and editing skills, new media expertise. Responsibilities include:

### *Strategic Communications*

- Create and implement communication plan to shape policy debate by releasing research, reacting to breaking news, and strategically seeking media opportunities.
- Develop messaging guidance that shapes how we speak publicly.
- Coordinate a consistent organizational image in external communications.

### *Media Relations*

- Manage media, build reporter relationships, pitch stories, coordinate interview requests.
- Write press releases, press advisories, statements, op-eds, and letters.
- Prepare staff for interviews; provide feedback to develop their skills.
- Organize press events, conferences and calls; coordinate releases.
- Track coverage.

### *New Media*

- Maintain Policy Matters' website, ensuring content is accessible, timely, and well-organized; work to increase site traffic.
- Communicate with e-mail list regularly, expand list.
- Manage and grow our social media presence, on Facebook, Twitter and elsewhere.

### *Writing and Editing*

- Edit to ensure readable, understandable, well-framed, excellently written reports.
- Write website content, press releases, and other materials.

## **Qualifications:**

- Dedication to the mission of Policy Matters Ohio.
- Bachelor's degree in communications, journalism or a related field.
- Minimum of five years experience in communications, journalism, or a related field.
- Familiarity with Ohio public policy.
- Excellent writing and editing skills; ability to simplify complex information.
- Self-motivation, creativity, drive, compatibility, flexibility, passion for social justice.

*We are an equal opportunity employer, we seek to maintain staff diversity with each hire.*

Position based in Cleveland. Air and car travel required, must have driver's license.

Salary commensurate with experience, education, and ability.

E-mail cover letter, resume, 2 short writing samples to [jobs@policymattersohio.org](mailto:jobs@policymattersohio.org). No calls.

Subject line should be "Communications Director Application".

Please paste cover letter into e-mail and include other items as attachments.