

Communications Director

Job Description

Vision - *the outcome we aspire to achieve*

We envision a Colorado where everyone has what they need to succeed.

Mission - *how we work toward our vision, what makes us unique*

To stand with diverse communities across Colorado in the fight against poverty through research, legislation and legal advocacy. Tagline: Standing with diverse communities against poverty

Core Values - *principles that guide our work and how we operate*

Equity: The barriers to success are higher for certain groups due to historical oppression, ongoing discrimination, and an economy that advantages those who have more over those who have less. We advance laws and policies that address those wrongs so everyone can have what they need to succeed.

Integrity: The design and implementation of solutions to social problems requires careful planning and community trust. We are deliberate and ethical in our work to ensure the results are reliable, unbiased, grounded in fact, and driven by our mission to end poverty.

Strategic Advocacy: Creating lasting social change requires successful implementation of effective policy. We use collaboration and research to inform our agenda and legislative and legal expertise, relationships with decision makers, and informed political strategies to advance and implement that agenda.

Collaboration: We are one part of a broader effort to eliminate poverty and ensure everyone has what they need to succeed. We stand with that anti-poverty movement and honor the combined strength that comes from trusted relationships, shared knowledge, and teamwork.

Community Engagement: People burdened by poverty and discrimination know what needs to change. We seek to understand their ideas, honor their priorities, grow their leadership, and increase their access to drive system change.

Summary

The Communications Director will deliver and improve CCLP's communications efforts to advance CCLP's mission, under supervision. The Director implements communications strategies to advance a collaborative economic and racial equity agenda, to improve the lives of Coloradans experiencing poverty. The Director will work to advance the position of CCLP to be an integral part of the economic and racial equity movement in Colorado. The Director adheres to and delivers staff development activities, strategic and transition planning across all departments and administrative areas, and improves in organizational efficiency and efficacy.



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Essential Duties and Responsibilities

- Deliver all communication and publication efforts, building development of skills, knowledge, and independence, fostering teamwork and communication.
- Build new communication and publication initiatives to engage internal and external audiences, and a work plan that establishes an independent scope of work consistent with CCLP's mission and values, utilizing input from the communication team and coordinated with other CCLP departments.
- Implement CCLP's overall communication and publication activities, including all improvement and maintenance of all appropriate constituent and media contact management, social media platforms, earned media, messaging, organizational publications and blogs, that exemplify the highest level of quality and integrity.
- Improve CCLP's communication and publication efforts, solicit earned media and op-eds, building and maintaining productive relationships with national, state, and local organizations, print and media outlets, coalitions, and key elected and appointed officials.
- Coordinate closely with CCLP efforts in legislation, litigation, coalition-building and community outreach, and development to improve consistency in CCLP's approach across areas.
- Build and implement identified goals to advance CCLP's mission, participate in and support, organization-wide activities including race equity, development of CCLP's strategic direction, fund-raising activities, all Board of Directors and Executive Leadership Team decisions, and take on other duties as assigned.

Qualifications and Job Requirements

- A Bachelor's degree is required, and a minimum of eight (8) years in a professional communications role(s) across various communications media, with deep expertise in work relevant to CCLP's mission, and Colorado-specific legislative issues.
- Knowledge of communities served and must embrace social and economic justice issues and the mission of Colorado Center on Law and Policy, including its commitment to diversity, inclusivity, and equity. Must be open-minded and committed to collaboration, treat all members of staff, our board of directors, volunteers and advocacy partners with dignity and respect, and have the ability to help CCLP build and maintain relationships and strategic alliances with people and organizations of diverse race, culture, ethnicity, and perspectives.



- Demonstrated experience of strong written and oral communication skills, the ability to problem-solve, work independently and take initiative, plan and meet deadlines, and will seek advice and guidance as appropriate, while continuing to develop and expand knowledge and expertise in areas of health, benefits and family economic security.
- Knowledge and understanding of various communications and publications platforms and strategies and management, and familiarity with Colorado-based legislative issues.
- Demonstrated strong leadership skills, the ability to manage multiple issues and projects simultaneously, the ability to thrive in a fast-paced environment, and experience in staff supervision, or aptitude for and willingness to learn the necessary supervision skills.
- Display a positive attitude, value working collaboratively with colleagues, show concern for people and community, and demonstrate presence, self-confidence, common sense, and good listening ability.
- Strong computer skills, including website maintenance, proficiency in social media platforms (i.e. YouTube, Facebook, Instagram, LinkedIn and Twitter), Microsoft Word and comfort in Excel, Constant Contact (or other marketing software); use of other Microsoft Office programs, Egnyte and Salesforce, and website design knowledge is valuable.

Salary and Benefits

Communications Director Salary Range: \$75,000 - \$95,000

Additional compensation may be considered for those interested in employing their Spanish language skills for the advancement of the mission and vision of CCLP. Benefits are as specified in the Colorado Center on Law and Policy Employee Guidelines.

To Apply

To be considered for this position, please submit a cover letter, resume, and writing sample to Colorado Center on Law and Policy (CCLP) via email to info@cclponline.org and include **Communications Director** in the subject line. Applicants will be reviewed as they are received, and the position will be open until it is filled. No phone calls please.

CCLP encourages candidates with diverse backgrounds to apply. CCLP is an equal opportunity employer that values workplace diversity. CCLP strives to create an inclusive workplace that embraces diverse backgrounds, life experiences and perspectives. CCLP prohibits discrimination on the basis of race, creed, color, age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political affiliation, disability or any other status protected under applicable law.

Benefits are as specified in the Colorado Center on Law and Policy Employee Guidelines.

