



Job Announcement Communications Director

The California Budget Project (CBP), a nonprofit organization engaging in analysis and public education on fiscal and economic policies affecting low - and middle-income Californians, seeks to hire a Communications Director to guide the organization's communications strategies. This position is based in Sacramento. Additional information on the California Budget Project is available at www.cbp.org.

General Description:

The Communication Director oversees CBP's external communications program with the goal of increasing public awareness of the organization, its staff, and its work; designs and implements communications and media strategies and develops media contacts for the organization; oversees distribution and marketing efforts for CBP publications; and edits CBP publications.

Specific Responsibilities:

1. In consultation with the Executive Director and policy staff, develop communications strategies for the CBP.
2. Implement press and communications strategies for individual publications, as well as shaping the organization's overall image.
3. Edit CBP publications to assure consistency of style and readability by a general audience. Consult with staff and Executive Director regarding editorial suggestions and changes.
4. Oversee publishing, distribution, and marketing program. Monitor publishing deadlines, and work to ensure appropriate production and distribution of publications and marketing materials. Contribute to the preparation, editing, and review of organizational publications including newsletters, outreach materials, reports, and policy briefs.
5. Develop media contacts for the organization. Schedule print and electronic media interviews. Fulfill journalists' requests for general information.
6. Oversee press database and mailing list management.
7. Write and edit press releases, op-ed columns, and promotional materials for the organization.
8. Provide media training and advice to policy staff.
9. Facilitate message development through regular meetings with staff.
10. Keep the Executive Director informed of communications activities and up-to-date on major developments affecting CBP's image among the media, opinionmakers, and the general public.

Requirements:

Bachelor's degree minimum, graduate degree preferred. At least five years experience in

communications, journalism, or public relations. Exceptional writing and editorial skills, including the ability to translate complex and technical materials for a lay audience. Demonstrated ability to communicate with diverse audiences including policymakers, community-based organizations, and the media. Familiarity with budget and economic policy issues and California politics highly desirable. Knowledge of desktop publishing (PageMaker), Internet publishing software, and database management systems highly desirable. Ability to work as part of a team, meet deadlines, and work independently are essential. Commitment to the goals of the California Budget Project.

Salary and Benefits:

Competitive salary, commensurate with experience. Benefits include fully paid health, dental, and vision coverage.

To Apply:

Submit resume, writing sample, and cover letter to:

Communications Director
California Budget Project
921 11th Street, Suite 502
Sacramento, CA 95814
www.cbp.org

The California Budget Project is an equal opportunity employer.

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