



CALIFORNIA BUDGET PROJECT

## **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 coordinate the CBP's external communications program with the goal of increasing public awareness of the organization, its staff, and its work. The successful candidate will design and implement communications and media strategies and develop media contacts for the organization with the goal of increasing public understanding of budget, tax, and economic issues important to low- and middle-income Californians. In addition, the communications director will promote the work of the CBP to key audiences. This position is based in Sacramento. Additional information on the CBP is available at [www.cbp.org](http://www.cbp.org).

#### **The duties and responsibilities will include:**

- Developing communications strategies for the CBP in consultation with the organization's executive director and program staff.
- Implementing press and communications strategies for individual publications as well as shaping the organization's overall image.
- Editing CBP publications to ensure consistency of style and readability for a general audience. Consulting with program staff regarding editorial suggestions and changes on policy briefs and reports.
- Overseeing the organization's distribution and marketing program. Monitoring deadlines and working to ensure appropriate production and distribution of publications and marketing materials.
- Coordinating publication of the organization's electronic newsletter.
- Contributing to the preparation, editing, and review of organizational publications including outreach materials, reports, and policy briefs.
- Developing media contacts for the organization, scheduling print and electronic media interviews, and fulfilling journalists' requests for general information.
- Overseeing press database maintenance and development.
- Writing and editing press releases, op-ed columns, and promotional materials for the organization.
- Providing media training and advice to policy staff.
- Facilitating message development through regular meetings with staff.
- Keeping the executive director informed of communications activities and major developments affecting the CBP's image among the media, opinionmakers, and the public.

The position is full-time – would consider a highly motivated part-timer – and reports to the executive director.

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Sacramento, California 95814  
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F: (916) 444-0172  
[cbp@cbp.org](mailto:cbp@cbp.org)  
[www.cbp.org](http://www.cbp.org)

**The successful candidate will have:**

- Exceptional writing, editing, and speaking skills with the ability to explain complex concepts to a lay audience.
- At least five years progressively responsible experience in communications, journalism, or public relations.
- At least two years experience creating persuasive communications on complex issues that included writing and editing on short deadlines.
- A demonstrated ability to meet deadlines, manage competing priorities, and work independently and as part of a team.
- Experience using the web and email for promoting issues and organizations.
- Experience with web publishing (Contribute), desktop publishing (InDesign), and database (Access) software highly desired.
- At least a bachelor's degree; graduate degree preferred.
- A commitment to the goals and values of the CBP.

**Compensation:**

Competitive salary, commensurate with experience. The CBP offers an excellent benefits package including employee and dependent health and dental coverage.

**To apply:**

Please mail a cover letter, resume, contact information for three references, and a writing sample to:

Communications Director  
California Budget Project  
1107 9th Street, Suite 310  
Sacramento, CA 95814

Resumes will be accepted until the position is filled.

*The California Budget Project is an equal opportunity employer.*

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