

Tax Policy Advocacy Communications Director:

The Institute on Taxation and Economic Policy and Citizens for Tax Justice are seeking an experienced and mission-driven Communications Director to help us expand our reach and impact as the only dedicated tax policy organizations advocating for low- and middle-income Americans.

The CTJ/ITEP Communications Director is involved hands-on with outreach to multiple audiences: the news media, the new media, federal and state lawmakers, national and state policy and coalition partners, donors, supporters and social media networks. Collaborating with the federal and state policy teams, the Communications Director plays a key role in planning and strategizing report releases, press statements, press releases, press events, blog posts and op-eds. The Director also works with the Development Director on a quarterly donor newsletter and other fundraising writing and activities. The Communications Director also edits and manages the blog and social media channels. It is a small organization; the Communications Director supervises no personnel at this time.

Applicants should possess the following skills, characteristics and experience:

- Minimum six years experience and strong track record in nonprofit, political or advocacy media relations.
- Experience managing or directing communications programs or projects.
- Excellent writing skills across a range of genres, and experience editing policy writing.
- Ability to work independently and to manage up.
- Ease and familiarity with digital media and systems – blog interfaces, Twitter, e-blast software, etc.
- Ability to collaborate on communications projects with state and federal coalition partners.

How to Apply:

- Submit a cover letter describing your interest in the issue and your relevant experience. Please also mention two or three examples of successful communications projects or efforts for which you were responsible, and your measures for those successes, too.
- Provide us with your resume.
- Send these two documents to jobs@ctj.org and we will acknowledge receipt.
- Please, no phone calls.

We seek to fill the position quickly. The deadline for submitting resumes and cover letters is December 1, 2013. We will be scheduling interviews December 2 through 13. Candidates invited for interviews will also be asked to perform a short writing assignment, provide three professional references and indicate their desired salary range and available start date.

Salary will be commensurate with experience; benefits are very generous.

About CTJ/ITEP

CTJ is a 501(c)(4) organization that advocates progressive tax policies with a focus on federal legislative issues. ITEP is the corresponding 501(c)(3) organization researching tax fairness issues. ITEP works primarily on state tax issues but also provides research on federal tax issues to CTJ. For more information about our work, visit CTJ at www.ctj.org or ITEP at www.itep.org.

