

**FAIR AND JUST PROSECUTION
A Project of Tides Center**

Job Title: COMMUNICATIONS MANAGER
Reports to: EXECUTIVE DIRECTOR (or a designee)
FLSA Status: FULL-TIME EXEMPT
Approved Date: JANUARY 2020

POSITION SUMMARY

The COMMUNICATIONS MANAGER (the “CM”) is responsible for working closely with the Executive Director and senior staff of *Fair and Just Prosecution* (“FJP”), in developing strategic communications strategies and materials for public distribution. The candidate will conduct communications activities to highlight the work of FJP and the elected prosecutive leaders in FJP’s network and committed to new innovations, enhanced transparency and accountability and moving beyond past incarceration-driven approaches. The candidate will also distribute and promote materials prepared by FJP to educate prosecutive leaders on issues of importance to their innovative efforts including reducing incarceration, promoting diversion and bail reform, enhancing transparency and accountability, addressing justice system racial inequities, and fortifying community trust.

The CM is an exempt position. Exempt employees are expected to work the appropriate and necessary time in order to complete key assignments and related tasks on schedule.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Work with the Executive Director, senior staff, communications consultants, and research and policy staff to create and implement communications and media activities highlighting the work of FJP and its impact, including by developing and distributing media content, providing communications support to FJP leadership, and enhancing FJP’s social media and digital presence.

Develop and draft press releases, statements, op-eds, and other informational materials to enhance FJP’s public profile and to promote the work of FJP, including publicizing and photographing events.

Lead content development for FJP’s website and social media platforms.

Work with the Executive Director to develop and implement a communications strategy for FJP and its network to influence and shape the criminal justice policy conversation on both the national and local levels.

Research and assemble news-worthy items, including articles, posts, press releases and reports, related to innovative prosecution ideas and criminal justice reform and other related issues, to share with FJP stakeholders, leadership and staff.

Assist the Executive Director and other project team members with the development of FJP's external face – including ongoing maintenance of the project's website and social media platforms, and other public materials and communications.

Research and secure potential speaking opportunities and media placements for FJP executive leadership and provide media assistance and support for other public activities.

Interface with other communications and accountability projects aiming to advance justice system reforms.

Help develop and enhance FJP's "library" of resource materials and identify other useful information and materials to share with elected officials and their staff.

Help manage the work of, and interface with, communications consultants and related independent contractors including videographers and photographers.

Domestic travel up to 10% of monthly time will be necessary for success in this position.

Evening and weekend work is required.

OTHER DUTIES AND RESPONSIBILITIES

- Other duties as may be from time to time assigned.

EDUCATION AND EXPERIENCE

- Bachelor's degree required;
- Master's Degree or equivalent post-graduate degree recommended;
- Five years or more of experience in communications leadership within a robust non-profit structure, academic institution or government agency; and
- Understanding of justice reform work and systems.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong writing, research and oral communications skills, applicable to a variety of audiences and social media platforms.
- Ability to understand and help support a new project focused on prosecutive reforms.

- Ability to juggle multiple tasks and prioritize and help keep a large national project organized and on track.
- Interest and understanding of criminal justice reform issues.
- Ability to think and plan strategically about communications and messaging about justice system policies and reform.
- Strong attention to detail and proofreading skills.

ORGANIZATIONAL RELATIONSHIPS

The CM will interact closely with FJP leadership; newly elected prosecutive leaders and their staff; academicians and national thought leaders working on prosecutive reforms and criminal justice issues; and organizations aiming to advance new thinking among prosecutors and about criminal justice reform generally.

The CM will also interact with the media, journalists, researchers, academicians, philanthropies and organizations working on issues relating to criminal justice reforms.

Finally, the CM will work closely with the project's Executive Director, and other FJP senior staff and team members, grantees and contractors.

PHYSICAL DEMANDS

The project requires extensive home computer and telephone time and usage, research and writing. The position also requires frequent travel throughout the nation and will require the ability to travel by air or car to various parts of the nation. Light lifting up to 10 pounds may be needed.

WORK ENVIRONMENT

The position will work from a home office. While on travel, the CM will work from airports, hotel rooms, offices or space of other organizations or bodies.

SALARY

The salary is competitive and based on experience.

TO APPLY

Submit your resume and cover letter to careers@fairandjustprosecution.org, with the subject line "Communications Manager."

FJP is an equal opportunity employer