National Center on Domestic Violence, Trauma & Mental Health (NCDVTMH)
Full-Time Position Available
Director of Communications

Position Opening: Director of Communications
Application Deadline: Four weeks
Status: Full Time
Location: Chicago, IL
Starting Salary: Competitive salary and benefits
Reports to: NCDVTMH Director

Organizational Overview
The National Center on Domestic Violence, Trauma & Mental Health is a federally funded national technical assistance resource center. We provide training and consultation to domestic violence and sexual assault advocates, healthcare, mental health and substance use treatment providers, and legal and child welfare professionals. We collaborate with local, state and federal policy makers as they work to improve agency and systems-level responses to survivors and their children. NCDVTMH’s training and technical assistance is designed to support the provision of fully accessible, culturally responsive and trauma-informed services. NCDVTMH’s work is survivor-defined and rooted in principles of social justice. It is guided by up-to-date research, the experiences of domestic and sexual violence survivors and their families, and by an intersectional analysis of how systems impact the lives of survivors. Our work emphasizes the realities faced by marginalized communities and is aligned with the broader anti-violence movement. We work in partnership with allied organizations committed to gender, racial, economic, and social justice.

Position Description
NCDVTMH is seeking an experienced Director of Communications to join a small talented team to support the organization’s advocacy, development, policy, and profile-building goals. This new full-time position will be responsible for leading NCDVTMH’s communications strategies. The Director of Communications will develop and implement a comprehensive communications plan that raises NCDVTMH’s visibility, nationally with constituents and stakeholders; maximizes the reach and impact of NCDVTMH’s resources and activities; tracks, analyzes and responds to emerging issues; and supports NCDVTMH and its partners in advancing key messages through public awareness, media and policy campaigns. The Director of Communications will also be responsible for raising NCDVTMH’s online, print and social media presence; and will ensure that materials generated by content experts are effectively translated into multiple, accessible, professionally designed formats tailored for different audiences to support NCDVTMH’s training and technical assistance, research, public awareness and public policy goals.

Working in close collaboration with NCDVTMH’s Director, the Director of Communications will:
- Develop and implement NCDVTMH’s overall communications strategy through a variety
of print, media and digital formats

- Ensure consistency in branding, design and formatting as well as quality, consistency, and accuracy of content in NCDVTMH’s public communications
- Edit, design, produce and disseminate a range of communication tools for diverse audiences, including NCDVTMH’s publications, reports, newsletters, curricula, guidelines, policy briefs, email list and promotional/fundraising materials and NCDVTMH’s web, social media and other digital communications, and translate into multiple formats
- Regularly track, scan and analyze news, research and policy developments directly related to NCDVTMH’s mission and goals; interview stakeholders; craft communications; and develop timely responses to relevant issues
- Create and execute public policy campaigns
- Manage media communications and content development including blog posts, op-eds, social media, and web messages
- Oversee NCDVTMH’s social media outreach on Facebook, Twitter and Instagram, including posting content, boosting posts and engaging new followers
- Oversee the strategic direction, redesign, and maintenance of NCDVTMH’s website; Ensure accessibility in online and mobile formats
- Perform general webmaster duties including:
  - Monitoring the website for consistency, accuracy, relevance and freshness
  - Contributing original and adapted website content
  - Overseeing the tracking and measuring of communications, media, and social media metrics, including web analytics and complete data preparation for reports
  - Monitoring web server and site technical performance and implementing search engine optimization strategies
  - Maintaining website front-end design, performing regular software updates, and ensuring website security

QUALIFICATIONS
The Director of Communications will bring a combination of writing, editing and analytic skills; website design and management skills; print, online and mobile graphic design, and publication skills; social media skills; and press, media and public relations skills. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: B.A. in communications, public policy, women’s/gender and sexuality studies or related field and/or equivalent non-profit communications experience in a professional capacity required
- Background in journalism, marketing, communications or public policy a plus
- Masters degree preferred

Experience: At least seven years of experience working in a communications leadership role
Experience working in the fields of interpersonal violence, gender-based violence, mental health, substance use, trauma, public health, human rights/social justice and/or related policy communications encouraged.

Experience in communications for a non-profit advocacy organization is preferred.

Experience in successful implementation of the activities outlined above.

Experience in technology management, website front-end and back-end management, digital strategy, federally funded information dissemination, and website analytics federal reporting.

**Additional Qualifications Include:**

- Innovative thinker with a track record of analyzing information and translating that analysis into successful communications strategies and products.
- Demonstrated success in media relations, print and digital communications, campaign development, and execution.
- Experience leading and managing multi-faceted, complex projects with multiple constituents and partners.
- Flexible, highly organized, creative and detail-oriented with the ability to multi-task, work effectively under pressure, and set and meet deadlines.

**Writing, Graphic Design, Multi-media and Communications Skills**

- Exceptional writing, editing and proofreading skills.
- Excellent graphic, digital design and multi-media skills for print and web dissemination, including infographics, graphs, charts, and other images, including to Section 508 compliant written report and document design adherent to organizational branding and accessibility best practices.
- Excellent interpersonal communication skills.
- Ability to define problems, collect data, establish facts, draw valid conclusions and translate complex content into engaging messages that resonate with a wide variety of audiences.
- Experience in a public policy-related role preferred.

**Website, Social Media and Technical Skills**

- Proficiency in social media communications and platforms and digital content including effective organizational use of social media for policy communications using Facebook, Instagram, Twitter, and other relevant platforms.
- Proficiency in visually appealing, Section 508 compliant website development, maintenance and upkeep.
- Proficiency in WordPress in a cPanel environment, including theme and plugin development using PHP, HTML, CSS, and JavaScript.
- Proficiency in marketing email software, such as Mailchimp or Constant Contact.
- Proficiency running statistics on and evaluating web analytics data and online campaigns.
- Proficiency in general productivity software, such as MS Office and Google Drive.
- Proficiency in graphic design software, such as Adobe Creative Suite.
TRAVEL REQUIREMENTS: NO TRAVEL REQUIREMENT

BENEFITS OVERVIEW: We offer attractive compensation and a comprehensive benefits package through the National Center on Domestic Violence, Trauma & Mental Health’s 501C3 fiscal agent, the Hektoen Institute, LLC.

Hektoen is an Equal Opportunity Employer.

Please send resume and cover letter to:
Alvaro Espino, Human Resources Manager
Hektoen Institute, LLC.
Alvaro.espino@hektoen.org