



Independent Research. Poverty Solutions. Better DC Government.

## DCFPI Communications Manager

The DC Fiscal Policy Institute (DCFPI) is seeking a Communications Manager to lead all aspects of our communications work.

The DC Fiscal Policy Institute promotes DC budget and policy decisions to reduce longstanding economic and racial inequities and to give residents the opportunity for a secure economic future. We have a proven track record of successfully advocating for the fundamentals that everyone in our city deserves. Whether it's testifying before the DC Council, bringing diverse advocacy groups together, or conducting thorough, independent research, we work to tell the story of what's really happening in DC's economy. DCFPI is the leading independent source of information on the DC budget and how the city's resources are spent. We pinpoint how the lives of DC residents—and the city's deep racial and economic inequities—are affected by tax and budget decisions, and we work to hold policymakers accountable for those decisions. DCFPI is a vital resource to other nonprofits, trusted and respected by DC policymakers, and frequently cited in the media. Our proposals often become reality and make a meaningful difference in the lives of DC residents and creating a more equitable District of Columbia.

We are a team of about 10 people—small, but mighty! Working across a broad range of issues, we offer a fast-paced environment with opportunities for staff to have a specific impact on budget and policy outcomes that enhance opportunity, economic security, and equity for DC residents.

### Responsibilities

- Draft and implement DCFPI communications plan
- Manage communications calendar to ensure that DCFPI is consistently sharing our work with the public through blogs, press releases, story pitches, e-blasts, and op-eds
- Manage social media (Twitter and Facebook) to build and strengthen online relationships with stakeholders, track social media analytics
- Manage process for publishing blogs, report releases, and other communications projects
- Create compelling written and visual content for webpages, press releases, op-eds, email and print newsletters, etc.
- Edit written products for messaging and consistency in tone and style
- Manage website: update site content, track website analytics, work to increase engagement, and work with website maintenance firm
- Build and maintain relationships with local media and help DCFPI analysts prepare for media interviews; closely follow local media to look for opportunities to lift up DCFPI's work
- Work with Development Director on donor communications, including a newsletter
- Support advocacy campaign communications, including digital ads

### Qualifications

- A commitment to social, economic, and racial justice
- Excellent writing and editing skills. Your writing should be clear, compelling, and personable.

- 2+ years of relevant communications experience covering the breadth of work responsibilities listed above. This is not an entry-level position.
- Exceptional interpersonal teamwork skills

### **Additional Preferred Qualifications**

- Visual design and communications skills: infographics, graphic design, etc.
- Experience working with Adobe InDesign and Illustrator
- Knowledge of major budget and public policy issues facing low-income DC residents and residents of color
- Familiarity with the District and/or DC Government.

### **Terms of Employment**

- Full-time; exempt position; occasional weeknight and weekend work
- This position will report directly to the Executive Director of the DC Fiscal Policy Institute.

### **To Apply**

- Please submit a cover letter and resume to [jobs@dcfpi.org](mailto:jobs@dcfpi.org)
  - The email subject line should be “Communications Manager Application”
  - The cover letter filename should be lastname.coverletter.commsmanager
  - The resume filename should be lastname.resume.commsmanager
- Applications will be considered on a rolling basis. We encourage people of color, women, LGBTQIA+, and people with disabilities to apply.

*DC Fiscal Policy Institute (DCFPI) is an Equal Opportunity Employer that values and welcomes diversity in the workplace and strongly encourages all qualified persons to apply regardless of any protected status under federal or local law including Minorities/Women/Disabilities/Veterans.*