

# Communications Director

Oklahoma Policy Institute (OK Policy) is seeking an experienced and effective Communications Director to develop and implement an integrated, organization-wide strategic communications plan that helps to shape policy debates and broaden awareness of OK Policy's mission, work, and policy solutions to key audiences.

As part of your primary responsibilities as our Communications Director, you will:

## **1. Provide Communications Strategy, Vision, and Leadership**

- Develop and implement an integrated, organization-wide strategic communications plan, including strategy to support OK Policy efforts to build meaningful relationships with targeted, high-level audiences
- Participate as part of the OK Policy senior management team in developing integrated strategies to advance our mission
- Create and implement innovative communications tactics across traditional, digital, and emerging platforms

## **2. Oversee Communications Operations**

- Supervise work of communications staff, including any communications interns and contract employees
- Create or oversee the editorial direction, design, production, and distribution of all print and branded materials
  - i. Work with staff and coalition partners to edit written materials for clarity, appropriate tone, and adherence to the organization's style
  - ii. Contribute press releases, statements, columns, op-eds, talking points, speeches, and other output
- Oversee or create digital communications, including OK Policy's website, email newsletters, and digital and social media
- Serve as point person on OK Policy media interactions and ensure coverage of OK Policy issues and announcements
  - i. Develop relationships with media contacts, including non-traditional media outlets and those reaching racially and ethnically diverse audiences

## **3. Facilitate Internal Communications**

- Develop organizational messaging and framing documents for research, successes, publications, and targeted audiences
- Maintain and update OK Policy style guides, organizational documents, and other resources
- Coach OK Policy staff on quality and clarity of writing, public speaking, and presentations
- Assist in creation of fundraising materials

You will be well-suited to be a successful Communications Director if you have:

- Demonstrated commitment to social and economic justice and to OK Policy's mission;

- Demonstrated ability to communicate and build relationships with racially- and ethnically- diverse audiences
- At least 5 years of professional experience in communications, journalism, public relations, or a related field;
- Strong writing, editing, and organizational skills;
- Ability to work effectively across differences;
- Experience managing and supervising people;
- Ability to work in a fast-paced environment to meet aggressive deadlines;
- Ability to manage multiple tasks at once, to work independently, and to lead and facilitate teams.

You will be a highly-qualified candidate if you possess:

- Knowledge of state legislative process and familiarity with Oklahoma policy issues;
- Experience in local or state-level communications campaigns;
- Experience with WordPress (HTML and CSS web design familiarity a plus);
- Strong technical skills that include data manipulation, graphics, and website maintenance.

This is a full-time position based in Tulsa.

Salary range is \$55,000 - \$67,000, commensurate with experience. OK Policy offers excellent benefits, including health insurance, dental insurance, retirement, and generous paid vacation, sick leave, and holidays.

To apply for this position, complete the application form at <http://bit.ly/ComDirector> and upload a cover letter, resume, and writing sample of no more than 10 pages.

The deadline to apply is midnight Friday, July 26th. The approximate start date for the job will be September 15th.

The mission of OK Policy is to advance equitable and fiscally responsible policies leading to expanded opportunity for all Oklahomans through non-partisan research, analysis, and advocacy.

OK Policy is committed to building a more diverse and inclusive organization to fully represent and engage all Oklahomans. Recruiting staff that reflects the diversity of perspectives and experiences of Oklahoma is a priority. We strongly encourage applicants from diverse communities, constituencies, and identities, including but not limited to: people of all ethnic/racial backgrounds, people of all gender identities/gender expressions, people with disabilities, low-income and LGBTQ persons.

Current elected officials are not eligible for employment at OK Policy.