



### **Job Description: Democratic Party of Virginia Communications Director**

The Democratic Party of Virginia (DPVA) seeks a highly skilled Communications Director to oversee rapid response, messaging, long-term strategic communications plan, and digital strategy for the 2018 Election Cycle.

The Communications Director is responsible for managing the overall messaging strategy for the DPVA. He/she will work closely with the Chairwoman and Executive Director to set strategic communications goals. This position has a wide range of responsibilities including:

- Developing and implementing long-term strategic communications strategy, plans and messages for the State Party
- Managing and executing the Party's rapid response program to hold Republican elected officials and candidates accountable
- Ensuring message continuity across all external communications products
- Acting as the primary on the record spokesperson for the DPVA
- Managing media requests and developing and maintaining relationships with local and national reporters and bloggers covering Virginia politics
- Working with elected officials, partners, and candidates to help develop and spread a coordinated message
- Drafting press releases, talking points and other media outreach materials
- Facilitating press conferences and other earned media events
- Working with a team to develop and manage a robust social media program
- Staffing and arranging media interviews for the DPVA Chairwoman and Party leaders
- Managing press interns

This position reports directly to the Executive Director with substantial involvement from the Chairwoman of the DPVA.

#### **Qualifications and Skills:**

- Minimum of 3-5 years experience working in communications role
- On-the-record experience
- Excellent writing skills and a demonstrated ability to work in a fast-paced environment
- Experience with campaign operations and political communications
- Virginia ties preferred but not required

To apply please send a cover letter, resume and writing sample (your discretion) to \*[press@vademocrats.org](mailto:press@vademocrats.org)\*. Please only list the words “Communications Director Application” in the subject line. Applications improperly submitted will not be accepted. Resumes will be accepted until position is filled.

*The Democratic Party of Virginia is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, sexual orientation, ethnic identity or physical disability, or any other legally protected basis.*