

# VADEMUS

## Communications Director Job Description

The Democratic Party of Virginia is looking to hire an experienced Communications Director to help manage the party's messaging and communications strategy. The Communications Director will be responsible for leading the development and execution of earned media and messaging plans, acting as spokesperson for the DPVA when appropriate, maintaining and growing relationships with local, state and national press, and working with Democratic campaigns and organizations to hold Republicans accountable while amplifying Democratic accomplishments.

This position will oversee all internal and external communications to drive earned media and communicate the Party's message. The Communications Director will also be expected to collaborate with other DPVA departments to execute events such as conventions, fundraisers, and rallies.

The position will report to the DPVA's Executive Director.

### **Responsibilities of the Communication Director will include but are not limited to:**

- Acting as spokesperson on behalf of the Democratic Party of Virginia;
- Planning and executing an earned media campaigns throughout election cycles;
- Coordinating messaging and tactics with Democratic campaigns and organizations up and down the ballot;
- Managing the content of the DPVA's social media accounts;
- Working with DPVA's digital and finance departments to ensure integrated messaging to achieve Party's strategic deadlines and goals;
- Working with local committees to coordinate messaging and respond to immediate needs; and
- Managing communications for DPVA's Chairwoman.

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

- 3 years experience working in political communications; Virginia experience is preferred;
- On-the-record experience;
- Ability to work strategically and collaboratively with diverse groups and individuals;
- Proven ability to execute creative earned media campaigns;
- Previous record of working and communicating with multiple stakeholders;
- A willingness to work in a high-paced campaign environment with unpredictable hours; and
- Reliable transportation and the ability/willingness to travel statewide as needed
- Experience managing staff.

### **Salary & Benefits:**

- Salary is \$55,000-75,000 annually and commensurate with experience
- Position is based in Richmond, VA
- PTO available as approved by supervisor, no accruals/balances



- Insurance: 100% employer contributions; 4% 401(k) match available after one year of work
- The Democratic Party of Virginia Staff is unionized and represented by UFCW Local 400.

**To apply, please submit your resume, two writing samples, and two sample social media posts to [jobs@vademocrats.org](mailto:jobs@vademocrats.org) with “Communications Director” in the subject line.**

**One writing sample should be a press release and the other a 3 minute campaign speech.**

*Equal Opportunity/Diversity Policy: The DPVA prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment on the basis of gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran’s status, or any other basis prohibited by applicable law. This policy covers all programs, services, policies, and procedures of the DPVA, including opportunity for employment and treatment as a DPVA employee. The DPVA is an equal opportunity employer and will comply with all applicable laws prohibiting discrimination in employment. DPVA’s equal opportunity policy covers all programs, services, policies, and procedures of the DPVA, including opportunity for employment and treatment as a DPVA employee, as well as opportunities for Consultants to contract with the DPVA. The DPVA is committed to building a staff that reflects the diverse communities that makeup our country and the Democratic Party. Working towards the goal of a diverse DPVA, our policy extends to both Staff and Consultants.*