

## National Housing Law Project Director of Communications

### SUMMARY

The Director of Communications will define and implement a comprehensive communications strategy for the National Housing Law Project (NHLP). The Director will help draft communications plans for policy campaigns, shape all organizational communications and cultivate relationships with journalists and other members of the media. Responsibilities include management of a Development & Communications Associate and working collaboratively with program and operations staff. The Director of Communications will serve as an in-house expert and mentor to other staff regarding best practices, messaging, and use of media to achieve NHLP's desired outcomes. They will also take a lead role in crafting appeals to donors. The ideal candidate will bring strong communication, marketing, and interpersonal skills, excellent project management, and a strategic approach to fundraising campaigns and external communications. They will partner with staff to shape and share the story of NHLP's fight for a just housing system. The Director of Communications reports to the Chief Operating Officer.

### ABOUT NHLP

The National Housing Law Project is a national legal and advocacy organization and serves as a support center to legal aid attorneys, organizers, and other advocates. NHLP's mission is to advance housing justice for poor people and communities. We achieve this by strengthening and enforcing the rights of tenants, increasing housing opportunities for underserved communities, and preserving and expanding the nation's supply of safe and affordable homes. NHLP works at the crossroads of housing and community development advocacy, legal services for the poor, and civil rights. We believe that access to safe, decent, and affordable housing is a fundamental human right that should be enjoyed by everyone. Our work is grounded in the realities that shape poor people's housing choices. Housing security is an essential component of racial and civil equality and a critical foundation for education, health, employment, social engagement, and opportunity. We provide communities and their advocates with the tools they need to advance those rights. NHLP has offices in San Francisco and Washington, DC and staff in over five states.

The National Housing Law Project is committed to an environment of inclusion and equitable opportunity for members of the Housing Justice Network, our partner organizations, clients, staff, and board. We seek to hire individuals from diverse backgrounds, especially people with lived experiences impacted by housing insecurity and discrimination, or who have experienced the intersection of multiple systems of discrimination. We actively promote mutual respect, acceptance, appreciation and teamwork across all lines of difference.

Key responsibilities of the Director of Communications include:

#### **Communications**

- Manage public relations and external communications
- Cultivate relationships with journalists and pitch stories
- Position NHLP in the media as a top housing expert
- Develop communications strategies for policy campaigns and litigation
- Oversee NHLP's website and newsletters
- Strengthen NHLP's social media presence
- Manage marketing for NHLP publications and events, including annual conference

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**Development**

- Partner with Executive Director to develop and spearhead annual and long-term donor cultivation
- Oversee donor stewardship process and materials development

PREFERRED SKILLS

You might be a fit for this role if you have some or all of the following:

- Public relations, communications, marketing, or other relevant experience
- Relationships with members of the press and various outlets
- Strategic thinking skills
- Strong communication skills and experience shaping a narrative
- Growth mindset
- Experience as a people manager and/or business partner
- Passion for housing justice or other justice-related policy efforts
- Comfort with technology related to websites, email blasts and social media
- Collaborative solutions-oriented approach to problem solving

SALARY AND BENEFITS

Salary will depend on the qualifications of the applicant in a range from \$94,000 - \$125,000. NHLP provides fully paid health, dental, vision and other insurance for its employees. NHLP also contributes 3% of salary to an employer sponsored 401(k).

**CLASSIFICATION:** Exempt

**REPORTS TO:** Chief Operating Officer

**LOCATION:** Preference for a candidate who can work in our San Francisco or Washington, DC office with a hybrid schedule, but will also consider remote applicants

**APPLICATION INSTRUCTIONS**

Applications should include the name of the position in the subject line. Please email the following to [hr@nhlp.org](mailto:hr@nhlp.org) :

- Cover letter that details your interest in the National Housing Law Project and how your skills align to this role
- Resume

The position will remain open until filled, but an initial review of applications will begin on November 14, 2023.