



Communications Director Job Description

The Communications Director plays a key role in the growth of NHLP's impact and influence. Successful execution of this position's responsibilities will advance the effectiveness of NHLP, expand our networks of donors, working partners, and policy allies, and through effective communications and education, will elevate the public's understanding of housing access and affordability and the right to housing as national priorities.

The Communications Director reports to the Executive Director.

Responsibilities:

- Create and implement a communications plan for NHLP that includes strategies to advance our advocacy priorities, enhance donor communications, attract new partners and better serve our existing network of attorneys, advocates and organizers.
- Develop a state and national press strategy that builds the reputation of NHLP as the nation's legal champions of housing justice and advances the organization's advocacy goals around housing policy and tenants' rights.
- Maintain and update NHLP's website and social media content.
- Oversee the creation of content and distribution of a monthly email newsletter and action alerts.
- Develop and execute communications strategies related to particular campaigns.
- Analyze campaigns and communications efforts to make data-informed decisions concerning effectiveness and areas for improvement.
- Provide media training and technical assistance, including guidance on best practices, to other staff members and partners to support advocacy.
- Provide editing and design support for publications and external documents.
- Cultivate relationships with organizations and individuals working in mass media and serve as the media contact for the organization.

Preferred Qualifications:

- Strong commitment to economic, social and racial justice.
- At least five years of relevant media and communications expertise.
- Outstanding writing and verbal presentation skills.
- Basic understanding of website content management and design, social media, CRM software and electronic newsletters.
- Competency in the use of data metrics for analyzing various communication strategies and performance related to email, direct mail, website and other communication efforts.
- Ability to prioritize and manage multiple projects and responsibilities.

Location: NHLP's San Francisco or Washington DC Office.

Salary: The range for this position is between \$80,000 and \$100,000. Position is full-time, exempt.

Benefits: NHLP provides full medical, dental and vision coverage for the employees and subsidizes up to 50% of the cost of dependents. The organization has a generous leave policy, a 401(k) retirement plan and other benefits.

The National Housing Law Project is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply.