



THE DC ABORTION FUND

## **Position: Communications Director**

### **Description:**

The DC Abortion Fund (“DCAF”) is looking for a communications director to join our Board of Directors! The Communications Director works with the DCAF Board, communications team, and other relevant parties to manage all communications for DCAF. They will drive DCAF’s communications strategy and implementation, support teams across the organization (particularly development, movement building, and policy/advocacy), maintain DCAF brand guidelines, and work on other projects as necessary.

This position requires the ability to collaborate and work with small teams, as well as the ability to work independently and make decisions quickly. The ideal candidate will have a strong understanding of and passion for reproductive health and reproductive justice and have excellent organization, planning, and communication skills.

### **Primary Responsibilities:**

- Maintain a communications calendar and drive overall communications strategy.
- Ensure that all external facing communications adhere to the guidelines in the style guide. These guidelines cover use of the logo, visual branding, social media, and written style.
- Lead content strategy and implementation including statements and other written content for the blog and press.
- Manage messaging and talking points for DCAF, and media relations.
- Lead email program, including fundraising appeals (currently done in Salsa).
- Manage social media accounts (Facebook, Twitter, Instagram) and social share graphics.
- Work with relevant board members on fundraising campaigns, the annual report, and event promotion (via email, social media, press, and wherever else it’s relevant).
- Craft statements and other written content for the blog and press.
- Work with board members on communications needs as they arise.
- Manage a team of volunteers.

### **Preferred Qualifications:**

- Experience with media relations and press outreach.
- Experience with managing and building social media audiences.
- Experience in or an interest in learning graphic design.

### **Time Commitment:**

DCAF Board members currently serve two-year terms with the option to renew two times for a max length of six years. Please note: this policy is subject to change. Expect to commit 15-20 hours a month to DCAF. Depending on time of year, some months will require more time than others. Board members are expected to attend monthly board meetings (currently held over Zoom, but in the past, they were in-person).

### **How to Apply:**

The application for this role can be found at this link: [dcabortionfund.org/volunteer](https://dcabortionfund.org/volunteer)

We will be accepting applications through December 10, 2020.