

**Pennsylvania Partnerships for Children
Harrisburg, PA
Job Announcement**

Pennsylvania Partnerships for Children (PPC), a statewide children's advocacy organization, has an immediate opening for a Director of Communications. Applicants should have strong communications background with prior experience working in public policy or political environment. The position reports to the President and CEO.

Pennsylvania Partnerships for Children is an equal opportunity employer. Applications from persons of color are encouraged.

Key Responsibilities:

1. Develops annual strategic communications plan that supports PPC's public policy goals and aligns with commitments made to funders. This comprehensive tool includes all proposed issues, tactics, audiences and related timelines.
2. Develops all PPC reports, fact sheets, infographics and other products on an array of topics including child welfare, early learning, health care and K-12 education. Staffs the drafting, design, printing and release of products, coordinating with and supervising outside contractors as needed.
3. Coordinates with PPC government affairs, policy and research staff to produce regular e-advocacy updates, blogs and social media messages that highlight timely state and federal issues aligned with PPC's agenda. Maintains social media accounts to ensure consistent and timely content.
4. Writes speeches, testimony, talking points and prepares presentations for the President and CEO. Reviews and supports public presentations of other staff members as necessary.
5. Develops and maintains key media relationships including the state capitol press corps, key print and electronic news media outlets, and bloggers to ensure strong statewide PPC media coverage. The President and CEO serves as the primary spokesperson. Serves as organization spokesperson as directed.
6. Maintains PPC's website in partnership with contractor and takes steps to ensure that content is timely and relevant.
7. Canvasses daily news clips, blog posts and other social media platforms and shares relevant material with staff.
8. Leads the development of PPC's fundraising materials, including case statement, annual progress report, direct mail and other marketing materials as required. Contracts for support as warranted and budget resources allow.
9. Develops and manages annual communications budget and related contracts.
10. Engages and assists PPC board members as needed to help promote the mission of the organization.
11. Other duties as assigned by the President and CEO.

Qualifications

- Excellent written and oral communications skills with successful prior experience writing reports, press releases, presentations, social media content, blogs, web content and other related materials.
- Strong and successful track record of media pitching.
- Ability to analyze and interpret data and research findings and translate them into compelling arguments to support PPC's public policy goals.
- Five to eight years of prior successful communications and/or public relations experience.
- Prior experience working in a political and/or public policy environments.

- Bachelor's degree in communications, public relations or related field.
- Excellent computer skills including word processing, PowerPoint, spreadsheets, desktop publishing, web and social media platforms.

Salary and benefit package are highly competitive and commensurate with experience.

**Send resume and salary requirements by November 7, 2016 to
Pennsylvania Partnerships for Children**

Attn: Jane Shoop, Assistant to the President

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or e-mail to jshoop@papartnerships.org