

Job Description: Communications Director

The Nevada Coalition to End Domestic and Sexual Violence, NCEDSV, was founded in 1980 by the five existing domestic violence programs as a vehicle to provide statewide focus on the issue of domestic violence. Our overall purpose is to help Nevada's communities respond creatively and effectively to the needs of victims of domestic and sexual violence. NCEDSV works toward being the statewide voice advocating for the prevention and elimination of domestic and sexual violence through partnering with communities. NCEDSV recognizes the importance of and affirms our commitment to diversity, equity and inclusion. We respect and value all human life and welcome the diversity that makes up human kind by sex, gender, race and religion.

Position:	Communications Director
Reports To:	Executive Director
Status:	Full Time, Executive Employee Exemption
Hours:	40 hours/week, 9-5 pm, Monday – Friday
Benefits:	Health, vision & dental insurance, paid vacation & sick leave, holidays, life insurance, retirement plan option
Wage Range:	\$55,000.00 – 95,000.00 per year
Travel:	Frequent statewide and national travel required
Date Reviewed:	January 2021

Summary: The Communications Director is responsible for overseeing the Coalition's communication, public policy and development efforts in accordance with NCEDSV's vision and mission. The Communications Director works under the supervision of the Executive Director.

Overview: The Communications Director develops and maintains the Coalition's voice and brand, develops and implements the policy agenda and guides the organization's development efforts.

Responsibilities:

Primary:

- Develop and implement a communications plan that incorporates strategies for public awareness materials and campaigns, website development and other social, print and broadcast media efforts.
- Develop and implement an annual development plan that incorporates goals, timetables and strategies for membership, major and deferred gifts, corporate and foundation support and special events.
- Monitor and guide the implementation of policy related to domestic and sexual violence that promotes the best interests of victims of domestic and sexual violence from diverse groups, their children and service providers including both statewide and national efforts.

Supervises:

- Communications Specialist(s)
- Policy Specialist(s)
- Policy Coordinator

- Policy Intern(s)

Representation:

- Serves as agency representative and ambassador in all internal and external interactions and communications in a manner that upholds the Coalition's mission and vision statements and guiding principles.

Possible Board Committee Assignments:

- External Affairs Committee

Physical Demands:

- Ability to lift 25 lbs.
- Sitting for extended periods of time
- Standing for extended periods of time

Qualifications:

Required skills, knowledge and ability:

- Excellent verbal, written, and organizational skills
- Computer literacy and proficiency with MS Office Suite
- Access to reliable transportation to travel as needed to complete job duties, valid driver's license and proof of insurance necessary
- Ability to read, write, and speak Spanish preferred
- Ability to adapt to changes in work duties, processes and technologies
- Ability to work independently as well as collaboratively with co-workers who have a diverse range of communication styles and approaches to program planning in a highly interactive and highly productive work environment
- Ability to manage time, evaluate progress, and adjust activities to complete assignments within established timeframes
- Experience working in a non-profit environment
- Understanding of domestic and sexual violence issues, stalking, program service provision, and commitment to ending violence
- Understanding the issues of cultural diversity related to domestic and sexual violence intervention as well as in the context of social change work, and the daily work environment
- Understanding of the role the Statewide Coalition plays in eliminating domestic and sexual violence, and empowering domestic and sexual violence survivors and their children

Education and Experience:

- Bachelors' or Master's degree in Political Science, Communications, Public Administration, Social Work or related humanities field and 2 years' work/volunteer experience, or 6 years' equivalent work and/or volunteer experience
- Public policy development and community organizing/outreach experience
- Experience in communicating with legislators at the state and federal level

- Experience in implementing grassroots advocacy efforts and social change advocacy
- Experience in public and media relations
- Being a survivor is considered experience

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. All employees are expected to assist with the effective operation of NCEDSV, performing other duties and fulfilling other responsibilities as assigned.

By signing the job description, it shows the employee understands the requirements, essential functions and duties of the position.

_____ Employee Signature	_____ Employee Printed Name	_____ Date
_____ Supervisor Signature	_____ Supervisor Printed Name	_____ Date