

DRAFT (11-22-16)

Maryland Leads and Maryland Leads Education Fund

Director, Maryland Progressive Communications Hub

Maryland Leads and Maryland Leads Education Fund – new state progressive donor alliances (see attached one-pager) – are seeking a dynamic, proven leader to serve as founding director of a multi-issue progressive communications hub in Maryland. The new hub will promote a bold, progressive agenda and push back effectively against rightwing policies and actions using earned and paid media and online digital organizing.

The new hub will launch as a project of Maryland Leads and Maryland Leads Education Fund, which already have committed funding for the first two years of operation. In addition, the new hub will be part of a national peer network called [ProgressNow](#) which currently comprises groups in more than 20 states.

Key Responsibilities:

- 1) Develop and implement a strategic communications plan involving earned, social, and paid media and online digital organizing
- 2) Manage day-to-day aspects of the hub, including messaging, rapid response, media relations, online tools and fundraising, and relationship with partners and other stakeholders
- 3) Serve as a spokesperson, and develop a list of spokespeople from progressive partner organizations and leaders who can speak to different issues and narratives
- 4) Work with the Maryland Leads and Education Fund advisory committees on developing an annual budget for the hub and assist with developing and implementing overall fundraising plans
- 5) Ensure timely and accurate financial reporting and administration related to the hub

Preferred Qualifications:

- 1) Five years or more experience with political campaigns, organizing and/or issue advocacy
- 2) Three years or more experience in communications, including earned, social and paid media; online digital organizing; and serving as a spokesperson speaking on-the-record
- 3) Proven experience with fundraising, management and financial administration
- 4) Creative, dynamic and engaging personality, can work independently and inspire a team
- 5) Strong sense of political strategy and judgment, adapts quickly to a changing environment
- 6) Organized, attention to detail, holds self and others accountable to timelines and performance
- 7) Excellent verbal, written, computer/online and interpersonal communication skills

Salary: Salary and benefits commensurate with experience.

To apply, please send resume, cover letter and 3 references by Friday, December 9 to Larry Ottinger, director of Maryland Leads and Maryland Leads Education Fund, at ottinger@mdleads.org.

Applications reviewed as received.

We promote equal opportunity and encourage applicants from diverse backgrounds.
