



## **Communication/Digital Manager**

The Mississippi Democratic Party (MSDP) is seeking an experienced Communication Manager. This position is based in Jackson, Mississippi and this person reports to the Executive Director. As part of the senior management team, the Communication Manager will help to develop and implement an overall branding and messaging plan and strategy; act as a MSDP spokesperson when appropriate/required; develop, maintain, and grow connections and relationships with the local, state and national press; and work with Democratic elected officials, party officials and allies to hold Republicans accountable while sharing Democratic priorities and messages.

The Communication Manager will also be an integral part of driving earned media and rapid response efforts and is expected to contribute on several office-wide projects including, but not limited to, large-scale fundraisers, large events, elections, the Convention and other tasks as assigned.

### **Responsibilities:**

- Develop an overarching communication/digital strategy with measurable metrics
- Manage the party's social media accounts while staying current on new social media opportunities and updates to various online platforms
- Ensuring message continuity across all areas of communications programs
- Helping build and execute an aggressive statewide surrogate program
- Writing and editing external communications, including talking points, statements, scripts, press releases, presentations, op-eds and other media outreach materials for the Chair and ED of the MSDP, as well as our Democratic leaders when needed
- Working with local stakeholder groups to help spread a coordinated message statewide
- Facilitating press conferences and other earned media events
- Working with legislative leadership to take advantage of press opportunities
- Maintaining and updating media lists
- Monitoring local and national press for relevant stories and developments
- Creating and implementing a daily, weekly, and monthly communications calendar
- Providing immediate and timely communication to address external messaging needs
- Aggressively seizing media opportunities (generating earned media) at the local, state, and national level to promote the values and candidates of the Mississippi Democratic Party
- Ensuring all messaging and communications are timely and accurate (rapid response)
- Working with the national Democratic Party and their press teams to ensure that messaging and priorities are aligned

- Helping manage the Communication Department staff, interns and volunteers in the planning and executing communications efforts and press events
- Tracking, creating, managing, and sending out press clips, talking points, op-eds and/or communication, including analytics as needed
- Serving as spokesperson for the Mississippi Democratic Party when directed
- Identifying and executing daily rapid response opportunities
- Acting as point of contact for guest speakers, providing briefing documents and talking points, and attending to other special requests
- Maintaining and growing strong relationships with other communications professionals within the Democratic ecosystem locally, statewide and nationally, including reporters
- Acting as point of contact with allied campaigns, our elected officials and candidates for communications strategy, plans and events
- Conduct other related tasks as needed

**Required Specific Skills & Qualifications:**

- A passion and a commitment to Democratic Party values and electing Democrats
- 2+ years proven communications/Digital experience
- Proficient in G-Suite and all social media platforms
- Experience directing and managing a department
- Proven track record of creative and compelling external communications work
- Ability to manage multiple projects independently
- Excellent people, written and verbal communication skills
- Detail oriented and comfortable working in a fast-paced office environment
- Superior organization skills and dedication to completing projects in a timely manner
- Have proficiency in Adobe Suite (Photoshop/Illustrator experience is required, knowledge of After Effects, InDesign and other Adobe products is desirable)
- Have proficiency using CMSs (WiX, HiFi, Drupal, etc.)
- Have proficiency using Final Cut Pro and/or Aboobe Premier
- Have prior experience producing engaging subtitled videos, using tv clips and stock footage/audio
- Have experience and working knowledge of HTML/CSS
- Ability to creatively solve problems and look for efficiencies and ways to improve MSDP's communications and systems
- Access to a vehicle

**Logistics:**

- Position is based in Jackson, MS
- Must have the ability to travel extensively at times throughout the state for more than a day at a time
- Must be able to travel often for several days at a time

**Compensation:**

- The Mississippi Democratic Party offers a competitive salary and benefit package with the opportunity for growth. Salary is based on experience.

- PTO available as approved by the Executive Director.

Interested applicants should submit a cover letter and resume to [info@mississippidemocrats.org](mailto:info@mississippidemocrats.org) with the subject line “Communication Manager.” While the application deadline is December 15th, 2022, we will be considering applications on a rolling basis, so those interested should submit their application as soon as possible.

The Mississippi Democratic Party is an equal opportunity employer that does not discriminate against any applicant for employment on the basis of race, sex, sexual orientation, gender identity, religion, national origin, age, or disability. We are committed to maintaining a diverse and inclusive organization and strongly encourage candidates with diverse backgrounds and identities to apply.