



## Job Announcement

# Communications & Development Manager

Close the Gap California (CTGCA) seeks a highly motivated Manager to work across Communications, Development and Operations functions to support and promote our campaign.

### Who We Are

CTGCA is a statewide campaign launched in 2013 to close the gender gap in the California Legislature by 2028. By recruiting accomplished, progressive women in targeted districts and preparing them to launch competitive campaigns, we are changing the face of the Legislature one cycle at a time. Nine CTGCA recruits are serving today, eight of them women of color.

### Description of Role

This is a mid-level, part-time contract position with potential for growth into a full-time staff position.

#### 1. Communications Strategy

- Develop and manage strategic communications plan
- Write, edit and produce external communications elements
- Assess effectiveness through performance metrics

#### 2. Program/Project Management

- In collaboration with volunteer team and vendors, oversee and manage all aspects the weekly MarCom production plan and schedule including:
  - website updates
  - EveryAction email campaigns and communications
  - social media campaigns
  - quarterly and annual reports
  - event materials
  - quarterly webinar series
- Support CTGCA event advance logistics and on site, in coordination with staff and volunteer team as needed

#### 3. Database Management

- maintain contact information and assure database content integrity



# CLOSE THE GAP

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- Execute database functions including running donor reports, segmenting and building audiences for online campaigns

## **What is Required:**

- Detail-oriented: able to track numerous projects and iterative processes across platforms and deadlines
- Experience (1-3 years) managing marketing/communications processes
- Experience designing and executing online campaigns
- Experience with communications performance metrics
- Strong, demonstrated writing skills
- Familiarity with navigating and managing data sets
- Commitment to women's leadership and progressive values
- Track record of working effectively with a diverse array of teammates and promise to do so in a collaborative, fast-paced environment
- Ability to work independently with remote guidance

## **Bonus Points for:**

- Enthusiasm for building a political network
- Mature judgment about electoral politics
- Experience in a fundraising role
- Connections to leaders in one or more organizations focused on social justice, environmental, labor, communities of color, women's, health or education advocacy
- Familiarity with one or more of California's progressive women's groups
- Graphic design ability
- Experience with NGP VAN/EveryAction

## **Position Terms:**

- 20-30 hours/ week (compensated via set monthly fee)
- Limited term contract (6-12 months)
- Reports directly to Executive Director
- Location: anywhere in California with preference for Bay Area, Los Angeles or Sacramento
- Frequent travel required within California, especially Bay Area

*Please email cover letter, resume and a writing sample by 4/30/20 to [alice@closethegapca.org](mailto:alice@closethegapca.org) with subject line "CDM Position."*