



**JOB ANNOUNCEMENT**  
**COMMUNICATIONS COORDINATOR**  
*August 22, 2011*

The New Hampshire Fiscal Policy Institute (NHFPI) seeks to hire a Communications Coordinator to contribute to its efforts to inform public debates in New Hampshire.

**OVERVIEW**

Founded in 2009, the New Hampshire Fiscal Policy Institute (NHFPI) is an independent, non-partisan organization dedicated to exploring, developing, and promoting public policies that foster economic opportunity and prosperity for all New Hampshire residents, with an emphasis on low- and moderate-income families and individuals.

The Communications Coordinator will be a vital member of the organization's staff, helping to promote its research and analysis efforts and to advance its vision of economic opportunity, prosperity, and security for all New Hampshire residents. The Coordinator will design and implement communications strategies and develop media contacts for the organization with the goal of increasing public understanding of budget, tax, and economic issues as well as awareness of the organization and its work.

The Communications Coordinator will be a full-time, salaried position and will report directly to the Executive Director. The position will be based in Concord, NH.

**RESPONSIBILITIES**

Among his or her chief responsibilities, the Communications Coordinator will:

- design and implement, in conjunction with the Executive Director, a short- and long-run communications plan for the organization;
- establish and maintain relationships with print, radio, and television reporters, editors, and producers in New Hampshire, as well as with select bloggers, keeping them up to date on the organization's recent and forthcoming publications and responding to requests for information and commentary on tax, budget, and economic matters;
- monitor local, regional, and national media, tracking citations of NHFPI and its work and identifying opportunities for the organization to shape or to respond to coverage of fiscal and economic issues;

- write press releases and other promotional materials, including regular fundraising appeals;
- generate accessible and compelling content, based on NHFPI analysis and research, in the form of letters to the editor, op-eds, or guest columns for local news outlets or in the form of blog posts, slide shows, or podcasts for the NHFPI website;
- edit and review NHFPI publications and presentations to ensure consistency of style and usability for a range of audiences;
- enhance NHFPI's print and electronic communications, extending the reach of its email updates, maintaining the organization's website and overseeing improvements to it, and initiating the use of social media tools;
- arrange media appearances for the Executive Director and relevant NHFPI policy staff, plan press events for the release of major NHFPI publications, and coordinate meetings with editorial boards, and;
- assess the effectiveness of NHFPI's communications, through informal conversations and formal evaluation surveys.

## **QUALIFICATIONS**

The ideal candidate for the Communications Coordinator position possesses:

- a bachelor's or a master's degree in communications, journalism, public relations, or a related field;
- exceptional writing, editing, and speaking skills, including the ability to explain detailed policy matters and economic trends to a variety of audiences;
- at least three years of professional experience in communications, journalism, public relations, or a related field, including demonstrable experience in creating persuasive communications strategies on complex issues;
- a solid knowledge of New Hampshire fiscal policy, including such topics as taxation, health and human services, and the state budget process, as well as the political, media, and advocacy communities associated with it;
- a proficiency in using information technology and social media to promote both issues and organizations, as well as the ability to stay abreast of, and to capitalize upon, new developments in these fields;
- a strong familiarity with website design and maintenance and with PC-based publishing, database, word processing, and spreadsheet software;
- the ability to be self-motivated, organized, and adaptable, to work both independently and as part of a team, to prioritize and manage multiple tasks, and to complete assigned projects under time constraints, and;
- a strong commitment to social and economic justice and to NHFPI's mission.

## **COMPENSATION**

NHFPI offers a competitive compensation package, including salary commensurate with experience, employer-provided health insurance, generous pension benefits, and paid vacation.

## **APPLICATION**

Candidates for the Communications Coordinator position should submit a cover letter, resume, two samples of written work, and salary requirements via email to [info@nhfpi.org](mailto:info@nhfpi.org) with the subject line "Communications Coordinator Search."

Candidates may also submit materials to: NHFPI Communications Coordinator Search, 11 Depot Street, 2<sup>nd</sup> Floor, Concord, NH 03301. The position will remain open until filled, but candidates are strongly encouraged to apply as soon as possible.