



Immigrant Defense Project Communications Manager (Full-Time)

Organization Background

The Immigrant Defense Project (IDP) is a national nonprofit advocacy organization in New York City that promotes fundamental fairness for immigrants accused or convicted of crimes. IDP seeks to minimize the harsh and disproportionate immigration consequences of contact with the criminal justice system by working to transform unjust deportation laws and policies, and by educating and advising immigrants, their criminal defenders, and other advocates.

Position Summary

IDP is hiring a Communications Manager to further develop and carry out IDP's communications strategy, with active support from leadership and staff. Core areas of focus will include: writing and media cultivation in support of IDP's short-term and long-term goals, including campaigns related to drug decriminalization, sentencing reform, and disrupting dominant narratives around criminalization; messaging development; messaging support and development of creative materials for grassroots partners; and executing a digital media strategy, including regular updates of IDP's website across all program areas. The Communications Manager will work under the direct supervision of IDP's co-executive director and will work closely with our tightly-knit staff.

Essential Job Functions

Communications Strategy, Vision and Leadership

- Develop and implement an integrated, organization-wide strategic communications plan to broaden awareness of IDP's mission, advance its advocacy campaigns and build relationships with partners, supporters and donors
- Create a brand/marketing/public relations strategy that will allow IDP to cultivate and enhance meaningful relationships with targeted external audiences, including the media, public officials, key influencers, and allies
- Identify challenges and emerging issues faced by the organization and movement. Work with the board and staff to recognize internal and external communications opportunities and solutions, and define and execute appropriate strategies to support them
- Build and manage the board Communications committee

Communications Operations

- Create and curate rich and substantive content for IDP's website, blog, e-newsletter, and associated web and social media channels
- Engage and maintain relationships with the press, respond to press requests, and connect IDP staff and partners with viable media opportunities to ensure coverage of issues of strategic importance to IDP, as well as IDP's programs, special events, public announcements, and other projects
- Coordinate and amplify reports and other publication releases
- Help draft key institutional documents
- Oversee, or execute as needed, all copy intended for public consumption to ensure its alignment with the strategic communications plan
- Exercise judgment to prioritize media opportunities, and prepare talking points, speeches, presentations and other supporting materials as needed
- Manage relationships with any communications-related vendors or consultants

Team Development/Management

- Recruit and manage a communications support team, relying on consultants, board, intern, and volunteer talent, to support the development and execution of the communications strategy
- Mentor and develop staff using a supportive and collaborative approach

Qualifications

- Bachelor's Degree
- 3+ years communications experience in nonprofit and/or social justice-related work
- Highly collaborative style; experience developing and implementing communications strategies
- Excellent writing/editing and verbal communication skills
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives
- Capable leader, manager and coach for board, intern or volunteer talent
- Ability to prioritize and follow through effectively
- Commitment to social justice and IDP's mission
- Experience with Facebook, Twitter and other social media platforms
- Experience with Wordpress and/or HTML preferred
- Familiarity or experience with criminal justice and/or immigration movements preferred
- Fluency in a language other than English, especially Spanish, preferred

This position is salaried, commensurate with experience. Excellent benefits package, including medical, dental, and 401K.

To apply:

Submit cover letter, resume, writing sample, and three references our hiring committee at commsposition@immdefense.org. No phone calls please. Applications accepted on a rolling basis until position is filled.

The Immigrant Defense Project is an Equal Opportunity Employer that actively recruits women, people of color, persons with disabilities, persons with diverse gender and sexual identities, immigrants, and formerly incarcerated persons. **Individuals with a criminal conviction(s) and personal experience with the immigration system are strongly encouraged to apply.**