



JOB ANNOUNCEMENT: Communications Manager

ABOUT CENTER FOR HEALTH PROGRESS

At Center for Health Progress, we believe health care is a right. Every day we fight for laws and policies that make it possible for everyone to care for themselves and their families. We're building community power to change the health care system in the fight for health equity and justice. We continually work to build and cultivate a strong grassroots base rooted in deep relationships. We all have a personal stake in stopping the ongoing oppression of the health care system and in building new models of healing that prioritize community wellness and thriving over profit. We leverage our community power to pass policy, shift public discourse, and insure investment in the root causes of health inequities. We use these strategies to win structural change and advance health equity.

ABOUT THE POSITION

The Communications Manager will advance health equity through strategic and creative communication campaigns that educate and build power with diverse audiences, and will be very involved in the fundraising and development work of the organization. The Communications Manager will have a key role in our work to win policy fights that advance our organizational goals. This role will work with staff across the organization and with our community leaders to gain support for our work internally and externally. The Communications Manager reports to the Executive Director.

The ideal candidate has robust communication skills and leadership fundamentals, is a creative thinker and powerful storyteller, and has a sound understanding of power and privilege. They know how to turn jargony health policy language into messages that resonate with Spanish-speaking immigrants and communities across Colorado; they know how to influence the public narrative; they can organize donor data, and cultivate strong relationships that build our base. Additionally, and most importantly, their work and personal values are grounded in the belief that we all have a personal stake in racial equity and Black liberation and that we must constantly work to dismantle oppressive structures to distribute and share power.

POSITION LOCATION AND DETAILS:

The communications manager can be located anywhere in Colorado. Center for Health Progress has offices in Pueblo, Fort Morgan, and Denver. At least monthly travel will be required to one or more of these locations. Travel costs will be paid for by Center for Health Progress. At this point in the pandemic, Center for Health Progress staff who are vaccinated are welcome to work from home and/or their local office, which may change as the pandemic evolves. Most staff continue to work primarily from home and some level of remote work will continue permanently. Center for Health Progress values flexibility and safety for its team. Attendance at in-person meetings and events will not be required at least through the end of 2021.

PRIMARY RESPONSIBILITIES

- With guidance from the director's team and support from the entire team, drive the organization's communications efforts
- Co-develop and implement strategic communications plans (crisis communications, narrative change, bilingual approach, etc.) that build community power, influence health policy, and shift public narratives to achieve health equity and justice
- Design, edit, produce, and distribute all print and digital materials (potentially with contract support, depending on the experience of the candidate)
- Develop and implement a social media and digital strategy (potentially with contract support, depending on the experience of the candidate)
- Manage the Center for Health Progress website, and additional affiliated program and project websites as needed
- Build the confidence and ability of staff and members as capable brand representatives and spokespeople, including enforcing brand guidelines and writing talking points
- Coordinate media opportunities, scheduling interviews and doing outreach to place stories, sometimes doing interviews as a spokesperson for the organization
- Participate in collective power building efforts of the team, including wrestling with your own stake in health and racial equity
- Assist with editing staff writing including blog posts, op-eds, grant applications, grant reports, and publications
- Manage the EveryAction database, including data management, email marketing, form creation, reporting, list segmentation, and more, and support staff in their use of the platform
- Support the membership and partnership fundraising campaigns through list development, data tracking, toolkit creation, reporting, and more
- Supervise interns, practicum students, and/or contractors, as capacity allows and decided upon with supervisor

REQUIRED QUALIFICATIONS

- Personal values that align with the organization's values and commitment to power building, health equity, racial justice, and collective liberation
- Demonstrated success in communications, including in at least three of the following skill areas: strategy setting, campaign leadership, media relations, graphic design, website development, message development, and social media
- Demonstrated success in fundraising, including in at least one of the following skill areas: grant writing, event planning, donor cultivation, and membership programs
- Strong writing, editing, and verbal communication skills
- Deep understanding of inclusive and equitable approaches to communications and fundraising
- Adaptable, creative, organized team player with a willingness and ability to work independently
- Willingness to travel and work occasional weekend or evening events (includes monthly travel to other offices and 2-3 weekend/evening events per year)
- Physical demands for this position include frequent standing, sitting, operating a computer, face-to-face conversations, driving, and time on the phone and video calls

PREFERRED QUALIFICATIONS

- Full English/Spanish proficiency in reading, writing, and speaking strongly preferred
- Experience with EveryAction preferred
- Experience working with grassroots communities strongly preferred

COMPENSATION AND BENEFITS

This is a full-time position with a \$60,500 non-negotiable salary, additional \$2,500 for Spanish or Somali language fluency. Full-time at Center for Health Progress is currently 32 hours per week during the pandemic. Benefits include:

- 100% employer paid health, dental, and vision insurance coverage for employees and child dependents, 50% employer paid coverage for partners.
- 15 days of paid vacation accrued in first year
- 20 days of paid health leave per calendar year
- 10 paid holidays per calendar year
- 12 weeks of paid family medical leave, after 90 days of employment
- 12 weeks of paid sabbatical, after 5 years of employment
- 401k retirement plan with 4% employer contribution regardless of employee's contributions, after 90 days of employment
- Annual professional development stipend
- Cell phone stipend of up to \$50 a month

ACCOMODATIONS: If reasonable accommodation is needed to participate in the application and interview process, please email joe.sammen@centerforhealthprogress.org.

HOW TO APPLY: Interested candidates should send (1) cover letter that includes an answer to the question, “what is your proudest professional accomplishment?”, (2) resume, and (3) three references to Michelle Munoz at michelle.munoz@centerforhealthprogress.org by 5:00pm MST on September 17th.

Applications will be reviewed as they arrive. **The deadline for all applications and supplemental materials is September 17th at 5:00pm MST.**

Center for Health Progress is an equal opportunity and affirmative action employer. We have an unwavering commitment to maximizing the diversity of our team and want to involve all those who can contribute to our inclusive culture. We actively seek representation of employees who reflect the makeup of the communities most impacted by the issue we are fighting for, health equity. This includes, but is not limited to, class, race, ethnicity, religion/spirituality, gender, gender expression, age, national origin, disability, marital status, immigration status, sexual orientation, history of incarceration, and military status.

OUR HIRING PROCESS & TIMELINE

- We will begin scheduling a phone screening with competitive applicants as completed documentation is received
- We will begin one-hour, virtual interviews for select candidates the week of September 20th, 2021
- We will invite finalists to a second-round, 1.5 hour virtual interview
- We will make final decisions soon after all second-round interviews have been completed
- We would like to have the selected candidate start no later than October 11, 2021