

## Communications and Operations Director Job Description

*Seeking entry-level to mid-level candidates to senior level candidates.*

[Jubilee USA Network](#) seeks to immediately hire a Communications and Operations Director in Jubilee USA's fast-paced and results-motivated culture. Jubilee seeks exceptional, professional, strategic, organized and detail-oriented, effective communicators. Jubilee USA hires highly motivated individuals who are passionate to ensure all people live in dignity and to affect the structural policies that impact inequality, climate change and billions of people living in poverty.

Jubilee USA Network is an alliance of more than 75 US organizations, 750 faith communities and 50 Jubilee global partners. Jubilee's mission is to build an economy that serves, protects and promotes participation of the most vulnerable. Jubilee wins critical global financial reforms and won more than \$130 billion in debt relief to benefit the world's poorest people. Annually Jubilee USA's efforts on tax, trade, corruption, transparency, debt and disaster relief are featured in tens of thousands of news outlets around the world. Since the dawn of the pandemic, Jubilee USA has won and moved forward coronavirus response policies on jobs, poverty, vaccines, climate and solutions to prevent the crisis.

**Supervisor:** The Communications and Operations Director is hired by the Executive Director. Daily work is supervised by the Senior Policy Director.

**Location:** Washington DC

*The Communications and Operations Director (CD)* is an entry-level to mid-level position. The CD leads the network's communications and operations efforts and supports central advocacy and organizing efforts, including: overseeing internal communications, promoting and supporting the executive director, general administration, supporting external media relations and communications with decision makers, policy makers and partners. The CD drafts policy briefs and supports organizational representation to local, national and international decision makers. He/She works directly with the Senior Director of Policy, Managing Director and other staff to achieve the organization's media and advocacy goals, faith and inter-religious relations, effective donor communications, mass e-mail communications, website updates, volunteer and event coordination and oversees a significant variety of administrative office operations. The CD oversees the organization's internship program.

### **Responsibilities:**

- Support, design and implement Jubilee USA's communications work
  - Support media relations, garnering earned media in online and print sources
  - Update website and database development; manage and ensure implementation of new and updated content for site

- Draft and edit, design, and produce Jubilee USA materials including educational materials, reports and donor communications
  - Ensure effective communication of key organizational news, priorities, and action opportunities via the web, email and regular mail
- Support congregation and grassroots outreach to support Jubilee’s policy goals and grow Jubilee’s congregations and faith community membership
- Draft program, education, and advocacy materials for faith-based and grassroots organizers to spread Jubilee’s mission
- Maintain and deepen relationships with Jubilee’s key organizational partners and funders
- Support Jubilee’s public policy advocacy and coordinate with other staff on advocacy with international institutions, United Nations agencies, high-level fora, Congress, embassy officials and staff, and the Executive Branch in support of Jubilee’s advocacy agenda
- Travel when necessary to support the activities of the organization
- Stay abreast of Jubilee USA advocacy, educational and outreach issues
- Draft and edit education, advocacy, funding, and communications materials for Members of Congress, journalists, donors, funders, other decision makers, supporters, and partners
- Other duties as assigned by Executive Director or Managing Director
- Support Executive Director and staff to garner media coverage when appropriate
- Lead regular national grassroots conference calls
- Liaise with Jubilee’s 75 Network Council members and build Network Council member collaboration on Jubilee’s primary policy initiatives
- Support monitoring organizational finances
- Support organization's fundraising communications
  - Draft and implement donor communications (regular mail and email) to individual and major donors.
  - Generate and analyze reports on major donors, tracking progress towards goals.
  - Ensure efficient processing of donations, maintenance of donor records, and regular donor correspondence.

- Coordinate the intern program
- Support Jubilee USA's Annual Network Council meetings and other large events
- Ensure that managerial, operations and general administrative tasks are completed or delegated to appropriate position, including bill and donation processing, listserv and database upkeep and liaising on building issues

**Leading candidates possess the following qualities:**

- Bachelors Degree
- 1 to 3 years of experience in a professional office environment
- Strong attention to detail and highly organized
- History of volunteer, staff, event and project coordination
- Strong writing and editing skills for a wide range of audiences, including policy makers, grassroots supporters, and funders
- Experience working with religious community and working knowledge of various faith traditions
- Experience working with and managing online fundraising and communications databases. Familiarity with Nation Builder and web design a strong plus
- Able to coordinate communications and logistics for large events and network activities
- Comfortable working in a fast-paced, campaign-focused, deadline environment
- Knowledge of international development and international financial system
- Highly effective verbal and written communication skills
- Can work in a bipartisan and interfaith environment
- Respectful communicator
- Able to coordinate communications and logistics for large events and network activities
- Ability to support and promote Executive Director
- Demonstrated interpersonal skills
- Willingness to commit to Jubilee USA for a minimum of at least 2 years
- Ability to represent the organization and Executive Director professionally in a wide range of high-level fora
- Willingness to learn and work hard to fulfill the mission of Jubilee USA Network

Candidates must either hold US citizenship or a US work permit.

**Compensation:** Salary dependent on experience.

*Jubilee USA Network is an Affirmative Action/Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of their religious affiliation, race, age, sex, sexual orientation or nature of disability.*

**Application Process:** Qualified applicants should send a cover letter, resume and three work-related reference contacts to [brigid@jubileeusa.org](mailto:brigid@jubileeusa.org)

**Closing Date:** Until filled.