Position Announcements and Job Description:

Senior Director for Communications

Who We Are
The Hispanic Federation (HF) is the nation's premier Latino nonprofit membership organization. Founded in 1990, HF supports Hispanic families and strengthens Latino institutions through grantmaking and direct services in the areas of education, health, immigration, civic engagement, economic empowerment and the environment. Values that drive our work include equality, fairness, diversity and empathy.

Who We Seek
The Hispanic Federation seeks a Senior Director for Communications to oversee communications efforts and work with senior management as well as all policy and program staff in each HF office (NY, DC, CT, FL, NC, and Puerto Rico). The Senior Director for Communications must be able to develop, manage, and implement the organization’s communications strategy. This includes taking initiative on multi-state projects of varied size and scope. The position requires a skilled writer with excellent oral communication skills and attention to detail. The Senior Director must be effective at time-management, multi-tasking, and prioritization.

Position Location: New York City or Washington D.C.

Reports to: President

Supervises: Digital Media Coordinator and Communications Consultants

Job Duties and Responsibilities

Oversee the direction and implementation of the following communications tasks:

General
- Coordinate the organization’s communications efforts, including directly implementing some tasks and managing a Communications Team including the Digital Media Coordinator as well as Communications consultants
- Work closely with the President, Chief of Staff, and Senior Vice President for Institutional Development to ensure ongoing awareness and quick response to emerging external and internal events
- Work with the Development Department on donor communications
- Work with program and policy staff to develop communications plans for specific events and tied to issue advocacy
- Develop and manage an editorial calendar that will serve as a guide for all communications work
- Supervise the Digital Media Coordinator, and incorporate all digital media platforms into plans and the editorial calendar
**Media Relations**
- Manage existing relationships with media partners, and actively pursue and develop new media relationships
- Manage incoming media requests
- Draft media advisories, press releases, quotes, press statements and any other official communications to the press on behalf of the Federation, including a wide range of English-language materials
- Pitch senior staff as experts on key issue areas
- Pitch press conferences and events
- Strategically develop content for weekly *El Diario* column and two radio shows

**Policy**
- Work closely with policy staff to create messaging that effectively communicates our advocacy efforts
- Draft or edit statements tied to breaking news affecting policy
- Draft or edit sign-on letters and petitions
- Draft or edit opinion pieces

**Required Skills and Qualifications:**
- Bachelor's degree
- At least 4 years of experience in the Communications field
- Excellent oral and written communication skills; demonstrated ability to prepare very effective written materials in English
- Excellent interpersonal skills, with a flexible and collaborative spirit
- Ability to function well in a fast-paced work environment and manage multiple requests and projects simultaneously, and adjust strategy to changing demands
- Computer skills including Microsoft Office (Word, Excel, PowerPoint)
- Fluency and functionality on various social media platforms including Facebook, Twitter, and Instagram
- Ability to prioritize and work under deadlines
- Enthusiasm, professionalism and a passion for serving the Latino community
- Strong commitment to Hispanic Federation’s mission and core values
- Ability to work effectively and collaboratively with diverse and remote staff and partners and various issue coalitions, government officials across the political spectrum, and a range of partners regardless of race, ethnicity, age, gender, sexual orientation, religion, ability and socio-economic circumstance
- Ability to work remotely

**Preferred Skills and Qualifications**
- Bilingual (English/Spanish)
- An understanding of policy on local and federal levels in all issue areas HF focuses on
- Expertise in relationship building especially regarding communities of Latinos, immigrants, education, health, economic empowerment, civil rights, civic engagement, nonprofits and/or the environment
- Relationships with government and community leaders
- Exposure to civic and voter engagement campaigns
- Demonstrated accomplishments in legislative, budgetary and/or administrative advocacy
• Ability to implement vision, think strategically, creatively problem solve, exercise good judgment, and lead change
• Willingness to travel and attend conferences and meetings out of state, as appropriate

To Apply
Please submit a résumé, cover letter detailing your interest and qualifications, and two relevant writing samples via e-mail to careers@hispanicfederation.org. No telephone calls.

The salary range for this position is $80k - $90k and is commensurate with experience. Compensation includes a benefits package with medical, dental, vision and a 403 (B) retirement plan.