



## Communications Director Job Description

**Job:** Communications Director for Annie's List endorsed candidates and incumbent races around Texas.

**Annie's List Mission:** Annie's List mission is simple: to recruit, run, and elect Democratic women. To accomplish this, Annie's List has been providing early funding and support for candidates, including trained campaign staff, for 10 years. Annie's List's efforts along with exception women candidates have resulted in 22 endorsed candidates becoming elected officials to serve the public of Texas.

**Responsibilities:** Annie's List is seeking Communication Directors on behalf of our endorsed candidates across the state. Communication Directors will lead the candidates' communications and programmatic goals that include, but are not limited to:

- Building relationships with the press corps
- Setting up interview opportunities for the principal
- Writing copy for internal and external communications (fundraising letters, newsletters, emails, print collateral, website, social media, etc.)
- Maintaining the website, Twitter, Facebook and overall online presence
- Manage all communications staff

### Qualifications:

- 2+ cycles experience in campaign or political communications
- 'On-the-record' press relations
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively
- Good marketing sense – developing messages, slogans and tactics that create buzz and draw attention
- Social media and online tools management
- Must be a detail-oriented, self-starting professional
- Good computer skills and knowledge of database programs

### Preferred:

- Graphic design, InDesign, NGP, WordPress and HTML knowledge
- Extensive fundraising writing experience in a fast-paced environment
- Social media fundraising experience

**Compensation:** Commensurate with experience.

### To Apply:

To apply, please email [info@annieslist.com](mailto:info@annieslist.com) with "Communications Director Application" in the title along with your cover letter, resume, two writing samples, and three professional references.

Positions accepted on a rolling basis.