

Institute for Women's Policy Research Job Openings

1. Communications Manager

The Institute for Women's Policy Research (IWPR) seeks an energetic, creative and resourceful Communications Manager to be responsible for IWPR's outreach, media relations, identity management, marketing and publications, events coordination, dissemination, communications and outreach activities including press relations, producing and disseminating print and online informational materials, and tracking outcomes of outreach and dissemination efforts. The Communications Manager will play a key role in developing IWPR's outreach and dissemination strategies, and in its effort to improve conditions for women by sharing its information with a growing audience of advocates, policy makers, thought leaders, and members of the public. The Communications Manager will work with the Communications Fellow in coordination with other IWPR staff to carry out of all communications responsibilities. The Communications Manager will report to the Executive Director.

IWPR is a dynamic, nonprofit, women's policy research organization located in central DC near two metro stops (Farragut North and Dupont Circle). This position offers great exposure to policy issues affecting women and families and provides opportunities to engage with a variety of people, including major media outlet reporters, members of Congress and their staff members, policy experts, and national leaders of women's and other nonprofit organizations.

Communications Responsibilities Include:

Media Relations

- Draft press releases/media advisories and distribute to press lists newswire services
- Plan press conferences/events
- Pitch stories to members of the press, secure interviews and appearances, field press calls, and track media contact information and press coverage

Event Coordination

- Coordinate and publicize events, webinars, and staff speaking engagements
- Disseminate information at IWPR events and capture and share information from events, through photography, video, and web dissemination

Targeted Outreach

- Prepare and send informational materials for press, policy makers, partner organizations, and other target audiences
- For selected projects, serve as liaison between IWPR and its partners.
- Conduct research into potential new audiences that suit our work and mission
- Maintain and grow IWPR's email outreach using Constant Contact and other tools

Online Networking and Web Maintenance

- Oversee website, write, and update website content in coordination with other IWPR staff
- Perform regular website maintenance and track website statistics (e.g., site hits, top downloads, social media stats)
- Oversee and expand social media presence and grow outreach efforts to new audiences and maintain social network activity to build relationships, engage audiences, and promote IWPR's work online

Publications

- Oversee publication process for print and on-line products, including:
 - Serve as liaison to outside designer
 - Design and layout IWPR publications using Adobe InDesign
 - Serve as liaison to printer and mail house
 - Copy edit publications and other communications products
- Plan quarterly newsletters with other staff; assign, write, and review articles; and lead production from start to finish
- Maintain production schedule and publications inventory
- Lead dissemination efforts for IWPR reports and other products, including distribution to targeted audiences, advertising and marketing efforts, with the goal of increasing sales and reach

The Communications Manager also maintains regular communications with the Board of Directors and the staff as well as other duties as assigned.

Qualifications

Applicants should have at least a bachelor's degree and five years experience (which may include graduate work) in communications/public relations, marketing, media, journalism, or related disciplines. Graduate work is not required. Expertise in Microsoft Word and Excel is required. Experience with Adobe Creative Suite, website maintenance, organizing events, and professional experience with online social networking and digital media is strongly preferred. Applicants should have strong writing and editing skills; knowledge of publication production process; knowledge of women's issues and public policy making; strong interpersonal skills; ability to manage multiple priorities. Applicants should be detail-oriented and have the ability to work in a fast-paced environment, to relate well to people from a wide range of backgrounds, to meet deadlines, and to work well as part of a team.

Compensation

The salary range for the Communications Manager is from the mid 40s to the low 50s commensurate with expertise and experience. The compensation plan includes generous health insurance, a 403b retirement plan, flex-spending plan, transportation subsidy, vacation, and other benefits. The position is full-time. IWPR is an Equal Opportunity Employer and people of color are especially encouraged to apply.

To Apply

Email a cover letter, a resume, three 1-5 page writing samples, and three references with contact information to jobs@iwpr.org.

Applicants may also mail application materials to:

Recruiter - Communications Manager
Institute for Women's Policy Research
1200 18th Street NW, Suite 301
Washington, DC 20036

Please note that only complete applications will be considered. Applicants will be contacted only if selected for an interview. Questions may be addressed to Recruiter via E-mail at jobs@iwpr.org

About IWPR

The Institute for Women's Policy Research (IWPR) conducts rigorous research and disseminates its findings to address the needs of women, promote public dialogue, and strengthen families, communities, and societies. The Institute works with policymakers, scholars, and public interest groups to design, execute, and disseminate research that illuminates economic and social policy issues affecting women and their families, and to build a network of individuals and organizations that conduct and use women-oriented policy research. IWPR's work is supported by foundation grants, government grants and contracts, donations from individuals, and contributions from organizations and corporations. IWPR is a 501 (c) (3) tax-exempt organization that also works in affiliation with the women's studies and public policy programs at The George Washington University. To learn more about IWPR, please visit www.iwpr.org.

2. Communications Fellow

The Institute for Women's Policy Research (IWPR) seeks an energetic, creative and resourceful Communications Fellow to serve as a general communications assistant on a variety of communications and outreach activities including press relations, print and online products, and dissemination of IWPR products. The Communications Fellow will work with the Communications Manager in coordination with other IWPR staff to assist with the carrying out of all communications responsibilities, and in its effort to improve conditions for women by sharing its information with a growing audience of advocates, policy makers, thought leaders, and members of the public. The Communications Fellow will report to the Communications Manager.

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Communications Responsibilities Include:

- **Media Relations:** Contribute to press releases/media advisories and distribute to press lists including Business Newswire | Assist with press conferences/events | Field press calls and track media contact information and press hits
- **Events assistance:** Assist with planning, coordination, and publicizing of events and staff speaking engagement | Disseminate information at IWPR events and capture and share information from events, through photography, video, and web dissemination
- **Targeted Outreach:** Prepare and send informational materials for press, policy makers, partner organizations, and other target audiences | Help identify potential new audiences for communication available to IWPR that suit our work and mission
- **Online networking and Web Maintenance:** Write and update website content in coordination with other IWPR staff | Perform regular website maintenance and track website statistics (e.g., site hits, top downloads, social media stats) | Help to expand social media presence and grow outreach efforts to new audiences and maintain social network activity to build relationships, engage audiences, and promote IWPR's work online
- **Publications:** Copy edit publications and other communications products | Assist with design and layout IWPR publications and liaison with printer and mail house | Assist with the production of quarterly newsletter | Maintain publications inventory and production schedule
- The Communications Fellow is also responsible for a portion of general office work, including such tasks as responding to information requests, photocopying, answering telephones, and other duties as assigned.

Qualifications

Applicants should have at least a bachelor's degree in communications, media, journalism, public relations, marketing, or related discipline. Graduate work is not required. Applicants should have strong writing and editing skills; knowledge of women's issues; familiarity with Microsoft Word and Excel is required; and experience with Adobe Creative Suite, website maintenance, and professional use of online social networking and digital media is preferred. Applicants should also have a team orientation, ability to work in a fast-paced environment, attention to details and deadlines, ability to relate well to people from a wide range of backgrounds, and ability to multitask.

Compensation

The Communications Fellow salary is \$22,000 over the 9 month period, plus health insurance, a public transportation stipend, vacation, and other benefits. The position is full-time and generally spans the academic year (September-May), but start and end dates are somewhat flexible. IWPR is an Equal Opportunity Employer and people of color are especially encouraged to apply.

To Apply

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