



## JOB ANNOUNCEMENT

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### SENIOR COMMUNICATIONS MANAGER

*Ready for a change? Don't overlook this exciting career opportunity!*

The **Immigration Policy Center (IPC)** of the American Immigration Law Foundation (AILF) is seeking a Senior Communications Manager. IPC is an expanding program of AILF—a growing, dynamic, not-for-profit organization—that seeks to develop and shape a rational public dialogue on immigration in the United States, and to shift the terms of the national debate towards achieving a workable and effective reform of our nation's immigration laws. Our work focuses on two main tracks 1) serving as a catalyst and coordinator of affirmative strategic research and communications efforts to promote the flow of accurate information and sound policy options; and 2) providing effective and broad rapid response to counter misinformation and myths that raise the public's anxieties about immigration.

#### **POSITION SUMMARY**

As Senior Communications Manager, your work will involve strategic and day-to-day communications efforts, message development, media relations, coordination with communications staff of colleague organizations, staff management, writing, and online outreach.

**Communications Infrastructure and Relations:** *Build and maintain a communications infrastructure that includes robust media outreach and a relationship-building program; segment and target media opportunities by issue and audience; develop online strategies and messages; explore, assess, and advise on appropriate and effective new media options; and promote the work of outside academics or other researchers.*

**Message Development:** *Develop and maintain overall brand; craft both top-line and drill-down messages; and extensive writing and editing of materials including press materials, fact sheets, talking points, blog entries, memos, reports, speeches, and presentations.*

Additionally, working closely with IPC staff, the Senior Communications Manager will be responsible for monitoring the twists and turns of the immigration debate and evaluating whether and how IPC should effectively engage given its expertise and resources. The Senior Communications Manager also will be responsible for managing junior communications staff as well as offering communications advice and assistance to the other departments of AILF.

#### **REQUIRED QUALIFICATIONS AND EXPERIENCE**

To succeed in this role, our ideal candidate will be a highly creative and innovative thinker and possess a 4-year degree in communications, journalism, or some related field. 5+ years experience in communications and a proven track record in building, maintaining, and expanding a communications program from the ground up. Demonstrated experience crafting compelling message frameworks. Demonstrated ability to plan, coordinate, and implement effective media strategies. Exceptional political savvy and demonstrated news judgment, technological know how, and ability to lead and work collaboratively with internal and external players. Experience coordinating press events. Excellent written and oral communication skills. Demonstrated ability to explain complex issues clearly and creatively. Working knowledge of leading-edge communications and web software. Experience overseeing the creation and maintenance of vibrant and strategically powerful web sites, and in developing web and email-based communications strategies. Experience staffing and briefing organizational spokespeople. Commitment to progressive change and movement building. Bilingual skills and an understanding of multi-cultural communications desirable. Willingness to work irregular and/or long hours, including occasional nights and weekends. Familiarity with immigration policy; non-profit or Hill experience desirable.

#### **COMPENSATION AND AMENITIES**

In addition to an empowering and collaborative work environment, our ideal candidate will receive an attractive and highly competitive not-for-profit salary coupled with an amazing benefits package (commensurate with experience).

#### **TO APPLY**

Qualified applicants are invited to submit cover letter, resume, salary requirement, and writing sample to: *American Immigration Law Foundation, Human Resources-IPC, Suite 200, 1331 G Street, NW, Washington, DC 20005 / 202-783-7853, fax / [hr@aifl.org](mailto:hr@aifl.org). **NO CALLS, please!*** All inquiries will be treated in strict confidence.

*Position open until filled; however, resumes received before July 11, 2008 will receive immediate consideration.  
For more information about the Foundation and the Immigration Policy Center, please visit us at [www.immigrationpolicy.org](http://www.immigrationpolicy.org).*

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**AMERICAN IMMIGRATION LAW FOUNDATION**

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