



## Director of Communications

The Bell Policy Center is hiring for a Director of Communications to lead external and organizational communications for the organization, with a focus on elevating the Bell's work on a range of economic security and equity issues in the public conversation. We seek a leader with a strong background in strategic communications, a clear understanding of the role of communications in the policy ecosystem, strong writing and verbal communication skills, a commitment to equity, and the ability to work effectively with stakeholders within and outside the organization to meet communications and policy goals. The Director of Communications reports to the President, serves on the senior leadership team, and works closely with the policy team and other key staff.

### Responsibilities

- Leads overall Communications strategy, with a focus on shaping the current narrative about economic mobility and fiscal policy, developing a distinctive voice for the Bell in the policy conversation, and positioning the organization as a leader on economic mobility ideas, issues, legislation, research, and advocacy with an explicit equity lens.
- Oversees development of all forms of external communications, including policy research and advocacy content as well as media, marketing, and donor communications.
- Directs and executes the Bell's media and press strategy, in coordination with the President. Serves as one of the Bell's principal media contacts; builds and maintains relationships with the press; develops LTEs, Op-Eds, press releases, and other materials for media.
- Monitors the media and communications landscape and anticipates potential opportunities and challenges to guide strategy.
- Works closely with the Senior Policy Analysts and other members of the policy team to align communications and policy goals, develop narratives and promotion plans for Bell research, and elevate the Bell as a trusted voice in the Colorado policy conversation. Works beside the policy team to determine best practices and delivery of pieces in support of the research agenda (e.g. content type, subject, audience, length, format, tone, and distribution).
- Regularly engages with other communications professionals across the policy ecosystem and represents the Bell in key coalitions.
- With the Assistant Director of Communications, provides ongoing guidance for team members on writing, audience tailoring, medium, tone, voice, and distribution method.
- With the Assistant Director of Communications and other staff, develops and executes promotion plans for events and research releases to maximize impact.
- Supervises the Assistant Director of Communications, including providing direction, support, and professional development.
- Manages key contractors for digital and other communications needs.
- Develops, monitors, and tracks key metrics for engagement across platforms and campaigns.

### Qualifications

- At least five years of relevant experience in leading communications and media efforts, including communications strategy, writing, editing, media relations, digital communications, and supervision.

- Outstanding writing and verbal presentation skills. Experience in making complex concepts and research accessible to a wide variety of audiences, and an understanding of the right tool, message, and voice for each purpose and audience.
- Strong working knowledge of media strategy and practice.
- Strong working knowledge of digital communications strategies and tools, including website management and SEO, digital marketing, email communications, and social media.
- Experience working with coalitions, grassroots groups, or other stakeholders on behalf of shared goals. A working knowledge of Colorado’s policy ecosystem is a plus.
- Ability to effectively manage multiple projects and responsibilities.
- Working knowledge of relevant technology and software, including Microsoft Office, Google Analytics, Slack, and social media analytics. Knowledge of other tools (such as Google AdWords, Adobe Creative Suite, WordPress, MailChimp, SEO management tools, and metrics) is a plus.
- Strong commitment to the Bell’s mission of economic mobility for every Coloradan with a strong equity focus.
- Bachelor’s degree in Communications, Marketing, or a related field, or equivalent work experience.

### **Compensation**

Salary range is \$85,000 - \$95,000 annually, depending on experience. Benefits include health, dental, and vision insurance (70% paid by employer); life and disability insurance (100% paid by employer); a 401k retirement program with a match after three months of service; and a flexible work schedule, in addition to paid vacation, sick leave, holidays, and family and medical leave. This position is based in Colorado and some in-person work at our office in Denver will be required, although hybrid work arrangements within Colorado will be considered.

### **To Apply**

Please send a resume and cover letter to Hannah Zippin Arredondo, Finance and Operations Associate, [zippin@bellpolicy.org](mailto:zippin@bellpolicy.org). Please include “Director of Communications” in the subject line of your email. The position is open until filled, although applications received by Friday, March 11 will be considered first.

### **About the Bell Policy Center**

Based in Denver, Colorado, the Bell Policy Center’s mission is to ensure economic mobility for every Coloradan. Through policy research, outreach, communications, and advocacy, we work to ignite a conversation that inspires communities and their leaders to transform Colorado into a state where everyone thrives. Based in progressive values, our research and advocacy cover a range of issues, including education, health care, the state budget, and issues affecting working families. We are nonprofit and nonpartisan. To learn more about our work, go to [www.bellpolicy.org](http://www.bellpolicy.org).

The Bell Policy Center is a 501(c)(3) non-profit organization with a 501(c)(4) affiliate, the Bell Action Network. The Director of Communications works for both organizations, though the vast majority of work is for the Policy Center.

The Bell Policy Center is an equal opportunity employer. We know that Coloradans who belong to marginalized groups in society—including people of color, people from working class backgrounds, immigrants, people with disabilities, women, and LGBTQ+ people—are more likely to be left out of opportunities for economic mobility. Because we believe these communities must be centered in the work we do, we strongly encourage applications from people with these identities or who are members of other marginalized communities.