



External Affairs Manager

The Equal Rights Center (ERC) is a nonprofit organization that advances civil rights in housing, employment and public accommodations in its home community of Greater Washington D.C. and Nationwide. The ERC conducts investigations using civil rights testing to identify unfair and unlawful discrimination and uses data from civil rights testing to educate, advocate and, when necessary, to enforce the law.

The ERC is hiring an External Affairs (EA) Manager. The EA Manager will manage the ERC's external communications and engagement of external stakeholders, including donors and funders, members and partners. The EA Manager will also work with ERC leadership to create relevant strategic and annual plans and will monitor performance with these plans.

Specific duties will include the following:

- Drafting, editing, and/or managing the development of content for social media, blog posts, e-blasts, and websites; reports and publications; fundraising materials and reports for donors and private/public grants; and press materials;
- Recruiting, supervising, and managing external affairs staff and vendors;
- Supporting the external communications efforts of ERC leadership, which may include drafting speeches and talking points and creating presentation materials;
- Expanding and managing the ERC's media contacts, pitching stories for coverage, and serving as the point person for coordinating media interactions;
- Identifying and securing new opportunities for external engagement, including conference speaking opportunities, social media, etc., and helping to prepare content for these opportunities;
- Organizing events and meetings;
- Stewarding and growing the ERC's membership program; and,
- Developing and managing donor programs and campaigns.

The EA Manager is a full-time position that will report to the Executive Director and have the support of membership engagement staff, seasonal interns and various vendors.

Required Qualifications:

- Excellent writing skills, which should include experience drafting content such as press releases, blogs, publications, and other fundraising and/or marketing pieces;
- Demonstrated commitment to civil rights and social justice;

- Experience utilizing various website, social media, and CRM technology (e.g., WordPress, FaceBook, Twitter, Adobe InDesign, Constant Contact, and Google Forms);
- Demonstrated success and comfort with non-profit fundraising;
- The ability to proactively build relationships with a variety of stakeholders, including reporters, advocates, foundation program officers, corporate clients and individual donors;
- Experience as the lead on a team creating and overseeing the execution of a project plan that demonstrates excellent organization and time-management skills;
- Proven ability to simultaneously work on multiple projects, meet strict deadlines, exercise sound judgment, be resourceful, go the extra mile, deal with change, and collaborate with a diverse team.
- Bachelor's degree in Journalism, Communications, Public Relations, or related field.
- Minimum of two years post graduate experience successfully managing marketing, communications and/or fundraising projects.

Salary and Benefits:

The salary will be commensurate with experience. The ERC offers a generous benefits package that includes health insurance, life insurance, paid leave, IRA plan with matching contributions, and other competitive benefits.

Application Procedure:

Please email a cover letter, resume, and writing sample to employment@equalrightscenter.org. *This position requires excellent writing skills. Applications without a writing sample will not be considered.*

Email subject line: External Affairs Manager

Deadline: Open until filled

**The Equal Rights Center is proud to be an Equal Opportunity Employer.
The Equal Rights Center is a barrier, drug and smoke-free workplace.**