



## **Democratic Legislative Campaign Committee**

The Democratic Legislative Campaign Committee's mission is to win Democratic majorities and build Democratic power in state legislatures.

In the 2018 cycle, Democrats flipped over 400 state legislative seats and gained eight new Democratic majorities. This is the most chambers flipped since the 2006 cycle, and the most seats flipped by Democrats in a generation. Nearly 1,250 of the Democrats elected to their state legislatures in 2018 were women, and more than 900 were candidates of color.

As the only organization exclusively committed to electing Democrats to state legislatures all over the country and winning Democratic control of chambers, the DLCC has been working with state legislative leaders for over two decades to invest strategically in state programs and build the Democratic Party from the ground up.

## **National Press Secretary**

Be a part of the Strategic Communications & Digital team that is instrumental to DLCC taking back our state legislatures and—by winning crucial redistricting fights—remaking the U.S. Congress to re-enfranchise millions of voters and end the GOP-led gridlock that's obstructing progress.

Our task is no less than to teach a generation of voters about the central role their state legislatures play in their day-to-day lives, and in the shaping of the country.

This position will report to the Strategic Communications & Digital Director and is based in Washington, DC.

The National Press Secretary is expected to model the values of the DLCC:

- Transparency
- Credibility
- Initiative
- Teamwork
- Focus on Results

## **Responsibilities:**

- Drive the DLCC's position in the media as the leading actor in the state legislative space and help further promote the Executive Director's brand as an expert and thought leader on state and local politics.

- Pitch the DLCC and its message to national, state, and regional news and media outlets, and build relationships to further those messages.
- Serve as an on the record spokesperson for the organization.
- Draft and edit external and internal communications, including but not limited to: press releases, talking points, memos, newsletters, op-eds, and public remarks for the Executive Director.
- Organize, prepare, and staff the Executive Director and other principals for interviews, press events, and speaking opportunities.
- Provide support to the Strategic Communications & Digital Director by assisting with messaging, strategy, and research (both long-term and rapid response).
- Coordinate closely with Digital staff to support the DLCC's message online and help ensure the organization is executing a seamless and integrated cross-channel communications plan.
- Maintain and facilitate an open line of communication with other DLCC departments, as well as between the DLCC and partnered organizations, influencers, and state actors.
- Manage Press Assistant, work with relevant consultants, and oversee the Communications internship program.
- Create and maintain press lists.
- Perform other duties as needed.

**Outcomes:**

- Increased recognition of the DLCC's message, work, and impact through press, media, and communications outreach.
- Engaged new media opportunities that proliferate the successes and messaging of the organization.
- A more robust rapid response operation that will allow the DLCC to remain on top of the news cycle and respond to breaking news as it happens.
- DLCC staff and voices are aligned on messaging, talking points, and priorities.
- Management of communications requests from other DLCC departments and streamline coordination with other departments.
- A regularly updated website that highlights achievements by the DLCC, the DLCC Board, and state Democrats nationwide.
- Junior communications staff are efficiently managed and well mentored in career and skills development.



**Experience:**

- 4-5 years of prior relevant experience (campaign experience is a plus, but not required).
- Excellent writing skills.
- The ability to work under tight deadlines and respond to rapid requests.
- The ability to translate complex topics and information into compelling messaging materials (ability to educate reporters about what we do, what a caucus is, why it's important, etc.).
- A demonstrated ability to think creatively and out of the box (crucial for breaking through in the media by tying state legislative news to national news narrative).
- On the record experience and strong relationships with press.
- The capacity to take smart risks and an eagerness to work collaboratively with DLCC staff and state/organizational partners.
- Experience staffing a principal.
- Experience managing and developing junior staff.

**Requirements:**

The requirements, including but not limited to physical demands, described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All DLCC employees must be able to operate a computer and use a cell phone. Many roles at the DLCC include business travel expectations, and most roles also require communicating with key external stakeholders of the organization in person, via the telephone, or via email.

Essential functions of the role of National Press Secretary include:

- While performing the duties of this job, the employee is frequently required to communicate using the telephone, email, and in person with stakeholders.
- This position requires the employee to periodically travel across Washington, D.C. to attend events, meetings, and conferences offsite.

**How to Apply:**

Salary is commensurate with experience and qualifications, within the approved salary band for this position. In addition, the DLCC offers a generous benefit package, including fully paid health/vision/dental insurance, an up to 6% retirement contribution, transit and FSA subsidies, and more.



Please submit a cover letter, resume, and three professional references to [jobs@dlcc.org](mailto:jobs@dlcc.org) by February 15, 2019. Please reference “National Press Secretary” in the subject line. No calls please.

The DLCC is committed to diversity among its staff and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. The DLCC is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, sexual orientation, gender identity or expression, physical or mental disability, personal appearance, marital status, family responsibilities, genetic information, or any other legally protected basis. The DLCC will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.

