

**RCDP Communications Director**  
**Job Advertisement**

The Richland County Democratic Party is seeking a Communications Director.

**TO APPLY:** Send cover letter and resume to [executivedirector@richlandscdems.com](mailto:executivedirector@richlandscdems.com). Resume should include up-to-date contact information for two references who have direct knowledge of the applicant's job performance, preferably supervisors. Cover letters should list in bullet point form relevant experience. Review begins May 18, 2020.

**The Organization:**

The RCDP is a service organization that builds political power to advocate on behalf of Democratic voters in Richland County. We are a grassroots organization, which means that we build political power through personal interactions within communities. Richland County is home to the largest number of voting Democrats in South Carolina. One of the most populous counties in the state, Richland has a large potential donor base and a large base of volunteers and activists with diverse talents; home to many colleges and universities, the county has a considerable base of knowledge and skills that are important to politics and policy; our proximity to the state capital provides easy access to elected officials and to partner organizations. The job of the RCDP is to capitalize on these assets to deliver for Democratic voters in the county and statewide.

**The Position:**

The Communications Director position is a full-time, contract position that answers to the RCDP Executive Director. The responsibility of the Communications Director is to manage the RCDP communications network to help the RCDP realize its mission and strategic plan. The communications network spans various media: email, website, and social media (Twitter, Facebook, Instagram, YouTube). The Communications Director also manages relations with the media to help promote the party's message. In accordance with the RCDP Bylaws, the Communications Director must take direction from the RCDP Chair on messaging. Starting salary is commensurate with experience: approximately 36k annually.

**Professional Qualifications:**

- A bachelor's degree is strongly preferred
- Prior experience in communications, such as political communications or journalism
- Prior experience in political campaigns
- Strong organizational abilities, including planning, delegating, program development and task facilitation
- Strong journalism and writing skills
- Proficiency with communications software, particularly constant contact (or similar), social media platforms and WordPress
- Proficiency with VoteBuilder (VAN)
- Ability to interface with and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with volunteers and staff
- Management experience (including managing volunteers)
- Ability to work independently (in an office environment without direct supervision)
- Excellent work ethic
- Integrity, honesty and personal ethics
- A deep commitment to the values of the Democratic Party

**Specific Job Responsibilities:**

- Develop communications strategies for raising awareness on key issues and activities identified by RCDP leadership.
- Develop strategies for coordinating our communications network with our campaign work to engage volunteers, donors, and voters.
- Coordinate with the RCDP Executive Director to ensure that communications support all of the RCDP's activities.
- Execute communications strategies by assigning and overseeing communications assignments to interns and members of our Communications Committee.
- Provide regular communications across platforms to expand our reach and increase engagement.

- Recruit Communications Committee members and interns to help us expand our communications network to more platforms and followers.

The RCDP is an equal opportunity employer that recognizes the benefits of a diverse team. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, familial or veteran status, and we strongly encourage applications from persons of diverse backgrounds.