JOB ANNOUNCEMENT
January 2022

Organization and Type: Colorado Fiscal Institute 501(c)(3)
Job Title: Communications Associate
Reports to: Director of Strategic Communications
Type of Job: Full-time, non-exempt
Salary: Starting Salary range $45,000 - $50,000

Background:
The Colorado Fiscal Institute (CFI) is a nonprofit, nonpartisan organization that provides credible, independent, and accessible information and analysis of fiscal and economic issues facing Colorado. Through high quality research, strategic communications, statewide education, and advocacy, CFI advances sound fiscal and economic policies that promote equity and widespread prosperity in Colorado. For years, CFI has been a leading policy organization fighting for fair taxes and people-centered, anti-racist policies in Colorado.

Commitment to Equity, Diversity, and Inclusion
CFI is committed to the ongoing effort to create and maintain a workforce that reflects our unwavering commitment to equity, diversity, and inclusion. Recruiting staff that reflects the diversity of perspectives and lived experiences of Colorado is a priority. We strongly encourage applicants from diverse communities, constituencies, and identities, including but not limited to: class, race, color, creed, ethnicity, religion/spirituality, sex, gender identity, gender expression, age, national origin, disability, marital status, immigration status, sexual orientation, history of incarceration, military status, and geographic location.

Position Overview:
CFI is seeking a talented Communications Associate to join our team to provide support for a broad range of communications efforts. The Communications Associate will assist
the Director of Strategic Communications with developing, writing, editing, and distributing content on various channels including CFI’s website, social media platforms, and email newsletters among others. This includes some graphic design, video production, and other digital content development. The Communications Associate will also provide support for legislative and other organizational advocacy efforts, as well as contribute to traditional and digital media outreach and strategy. The ideal candidate for this job is very comfortable communicating about complex public policy areas in a fast-moving political setting, is very detail-oriented on everything from writing and editing to design, and is a self-starter.

Duties and Responsibilities Include But Are Not Limited to:

- Being a thought partner in the development of messaging and framing of various economic issues and other priorities for CFI to help shift the narrative to a people-centered economy
- Creating and managing digital content for social media channels, including Twitter, Facebook, and Instagram
- Writing and editing issue briefs, reports, blog posts, legislative materials, social media, and other types of content
- Overseeing content publication on CFI’s website, including overseeing SEO optimization for all web content
- Participating in weekly or bi-weekly editorial meetings with the Director of Strategic Communications to develop content
- Providing support to development efforts, including mail and digital fundraising techniques
- Representing CFI in a wide array of public forums, including organizational coalitions, traditional media events, and before legislative and other governmental audiences
- Participating in outreach to members of print, television, radio, and digital media outlets
- Creating regular reports and analysis of CFI’s social media and other digital platforms and providing recommendations on audience development and other communications strategies
- Regularly following and reading Colorado and national news media, including social media, regarding taxes, fiscal policy, and other core issues areas, and keeping all CFI staff aware of relevant developments
- Providing a daily news digest of relevant stories to CFI staff
- Develop and maintain relationships with current and new CFI partners
- Occasional research, data analysis, and policy analysis may be required

Required Qualifications
Minimum of two years of communications or other advocacy communications experience including work on political campaigns, issue advocacy, legislative or policy efforts, or other work deemed relevant by CFI

Experience working with digital platforms like Facebook, Instagram, Twitter, including digital advertising platforms

Knowledge of and proficiency in a variety of computer programs including Microsoft Word, Excel, PowerPoint, Google Drive products, and other online-based digital publishing and graphic design tools

Excellent oral and written communication skills in English

An eye for detail when it comes to writing and editing

Self-starter who can be successful without direct, daily supervision.

A strong belief in CFI’s mission and goal of a more economically just and racially equitable society.

Able to work collaboratively and be a team player

A quick wit and ability to learn multiple issue areas and policy matters

An ability to thrive in a dynamic and fast-paced work environment, including navigating an ever changing news and media environment and its interaction with quick-changing political developments

Preferred Qualifications

- Familiarity and experience with Adobe Creative Cloud applications such as InDesign, Illustrator, and Premiere
- Knowledge of AP Style
- Fluency or proficiency in Spanish or another language spoken widely in Colorado
- A Bachelor’s degree in a relevant field is preferred but not required for consideration, especially if relevant work experience qualifies the candidate

Compensation

This is a full-time position. Salary will be contingent on qualifications and experience, but the salary range is $45,000-$50,000. CFI offers a competitive benefits package with paid time off (sick and vacation), paid family and medical leave, paid holidays, a SIMPLE IRA retirement plan with employer match, health insurance (medical, dental, and vision), the opportunity to receive sabbatical time after five years, and a flexible work schedule.

How to Apply

To apply for the Communications Associate position, please submit a cover letter, resume, and a brief writing sample to careers@coloradofiscal.org and include Communications Associate in the subject line. Please include the best daytime phone number where you can be reached.