



Communications Manager

The Communications Manager will be primarily responsible for building and cultivating Trust Women's profile together with senior staff. This includes cultivating and pursuing speaking engagements and interviews for the Founder and CEO, pitching stories to journalists/media outlets and writing speeches and presentations. This position reports to the Director of Advocacy and the Director of Development.

Trust Women opens clinics that provide abortion care in underserved communities so that all women can make their own decisions about their health care. This is a full-time salaried position (40-50 hours per week, with additional weekend and evening hours as needed). This position has potential to grow into a leadership position.

Responsibilities:

- Create and execute an overarching communications plan in consultation with the CEO, board of directors and leadership team.
- Help drive a national conversation and broadcast the unique perspective and mission of Trust Women.
- Serve as a strategic advisor on communications strategy, best practices and new approaches.
- Work collaboratively across departments to ensure accurate and timely communications on organizational developments and program outcomes.
- Manage the creation of press releases, opinion pieces, letters to the editor, talking points, speeches, promotional materials, reports, presentations and other external communication materials.
- Develop and maintain relationships with relevant local and national press, and pitch news stories, interviews and opinion pieces when applicable. Field incoming media inquiries and provide background information to press as needed.
- Identify and pursue opportunities to build Trust Women and the CEO's national brand and profile through speaking engagements, conferences, presentations, panel discussions etc.
- Coordinate and schedule interviews and meetings with reporters, authors and documentarians locally, regionally and nationally in conjunction with development department.
- Edit and review external materials, such as, annual report, grants, letters and emails.
- Working as a team to accomplish organizational goals, including projects and activities not related to communications or speech writing.

Qualifications:

- Bachelor's degree in a relevant field (e.g. Communications, Journalism, Public Policy)
- 3 years' experience in executing communications strategies

- Proven track record in project management
- Superb communications skills, including editing.
- Ability to effectively communicate with diverse range of audiences.
- Experience in building and maintain relationships with reporters and editors
- Ability to work individually or on a team for various projects.
- Eager to meet and exceed objectives and take on more responsibility.
- Attention to detail and ability to juggle multiple priorities and projects to meet deadlines
- People skills to reach and relate to a broad spectrum of viewpoints.

Attributes:

- Passion for reproductive rights, abortion access and the mission of Trust Women.
- Solutions driven
- Doggedness and determination
- Ability to create great working relationships
- Sense of humor
- Self-motivated

To apply: please send a cover letter, resume and writing sample to info@itrustwomen.org.

Applications will be reviewed on a rolling basis until the position is filled. Applicants are strongly encouraged to apply as soon as possible.

Trust Women is an equal opportunity employer. We celebrate diversity and are committed cultivating an inclusive environment.