Communications Director

POSITION SUMMARY
The National Indian Health Board is seeking highly skilled, confident candidates with substantial national-level media relations experience to be our Communications Director. The Director is responsible for staffing and managing the Communications Department staff, overseeing all organization-wide external and internal communications and messaging, providing high-level leadership on content and materials that are in line with the organization’s vision, brand, culture, and purpose. The Director will generate excitement about NIHB events and conferences and initiatives through marketing materials creation and outreach strategy development and execution. The Communications Director is the main media contact for the organization and is effective at garnering earned media coverage. The Communications Director is driven by a commitment to NIHB’s mission and strives to cultivate media perception of the organization and is aligned with the organization’s mission, audiences, and priorities. The successful candidate will possess political acumen in both Tribal and mainstream settings and must be an expert at communications in varying forms; from written press releases to policy position statements, from social media to public health, legislative and fundraising campaign materials, from writing speeches for someone else to deliver or for the Communications Director to deliver during public events. The successful candidate will be versatile, quick-thinking, able to communicate effectively both verbally and in writing, creative and productive in a high-pressure, fast-moving environment. The successful candidate will be able to “make things happen.” Reporting to the Chief Operating Officer, this full-time position is based in our Washington, DC office. Travel will be required.

REQUIREMENTS
- A bachelor’s degree and/or master’s degree in communications, public relations, journalism, political science or English; or a combination of education and requisite experience.
- Demonstrable successful track record in managing people and projects.
- Seven to ten years of related media or communications work experience with a national nonprofit organization, on Capitol Hill, or as a political appointee.
• Specialization in communications, media relations, journalism with a focus on healthcare, health research, or health policy strongly preferred.
• Proficiency in social media tools in media relations.
• Experience with Tribes or national Tribal serving not-for-profit organizations

**HOW TO APPLY**
Qualified candidates are invited to send your cover letter, resume, and three professional writing samples to jobs@nihb.org. Cover letter must be specific to the position, and address why you would be a good fit for NIHB and the amazing work we do. Email subject line should include your name and the position for which you are applying.

Applications are reviewed on a rolling basis until a qualified candidate is selected.

Equal Opportunity Employer: NIHB is an equal opportunity employer and does not discriminate on the basis of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, membership or non-membership in an employee organization, veteran status, or any other non-merit factor.

Salary and Benefits: Salary is commensurate with qualifications and experience. NIHB offers an excellent benefits package, including but not limited to:
• Medical, dental, and vision coverage with premiums fully paid by NIHB
• 401(k) plan with 10% company match
• Annual leave and sick leave
• Federal holidays