**Communications associate**

**JOB DESCRIPTION**

Disability Rights Maryland (DRM) has an exciting opportunity available for individuals that possess a strong communications background and are eager to support DRM’s excellent advocacy work protecting and promoting the civil and human rights of persons with disabilities. The Communications Associate will be responsible for DRM’s external communication activities, including message development and website content. The individual must be able to plan, manage, and coordinate all aspects of communicating the agency’s mission, policies, programs, initiatives, and priorities and play a key role in development efforts to further DRM’s goals. This position reports to the Executive Director and interacts with DRM’s management staff on communications and resource development.

**JOB RESPONSIBILITIES INCLUDE:**

* Manage DRM’s digital communications platforms, including DRM’s website and social media.
* Produce and publish DRM’s communications and outreach materials including press releases, newsletters, brochures and manuals. Assist in the development of strategic communications to increase DRM’s visibility; collaborate with staff to develop and implement media strategies that raise public awareness of disability rights issues and DRM’s work, and foster positive images of people with disabilities.
* Maintain database on media contacts and appearances.
* Work with the Executive Director and Board to plan and implement fundraising and friend-raising events.
* Provide support for fundraising activities, including but not limited to production and mailing/emailing of appeals, materials for annual fundraising gala such as press releases and sponsorship packets, and ensure accurate processing of appropriate gift acknowledgements.
* Maintain and expand donor database, analyze pertinent data, offer assessments and propose activities and adjustments as needed.
* Be actively engaged in nonprofit community of communications and development professionals in Baltimore and throughout Maryland.
* Periodically travel and attend evening and weekend events.

**MINIMUM QUALIFICATIONS**

* Bachelor’s degree and 1 - 2 years relevant experience or Associate’s Degree with substantial relevant experience equivalent to Bachelor’s Degree.
* Excellent writing skills, ability to edit, revise and give/receive feedback on writing.
* Strong computer skills and software knowledge; familiarity with internet, website and social media trends and opportunities related to communications and development; proficiency utilizing related technology, including donor databases. Experience with Microsoft Office, social media platforms, e-mail marketing systems and Adobe Creative Suite (Photoshop, Illustrator and InDesign).
* Strong organizational and project management skills; ability to efficiently manage multiple tasks under tight deadlines; anticipate quickly changing needs and be flexible, and communicate timely and effectively.
* Strong interpersonal skills including capacity to collaborate and work well with diverse internal and external teams.
* Self-starter who is able to work independently and has the ability to multitask while maintaining attention to detail.
* Ability to demonstrate sound independent judgment, and maintain confidentiality in a law firm environment.
* A passion for social justice and commitment to improving the lives of low-income people with disabilities through legal advocacy; motivation and capacity to quickly learn issues pertinent to disability rights.

**OTHER DESIRABLE QUALIFICATIONS**

* Bachelor’s degree in Public Relations, Marketing, Communications, Journalism or other related field and 1 - 2 years relevant experience.
* Strong skills in content development, excellent writing skills with an ability to identify story ideas and translate complex legal information into versatile text or visual narrative for multiple audiences.

Individuals with disabilities, people of color, LGBTQIA+, individuals and others who contribute to staff diversity are especially encouraged to apply. DRM is an Equal Opportunity employer.

**AGENCY DISCRIPTION**

DRM envisions a world where people with disabilities are fully included in the workplace, neighborhoods and all aspects of community life.  We help people with disabilities pursue opportunities to participate fully in all aspects of community life, and champion their rights to self-determination, dignity, equality, opportunity, and freedom from discrimination and harm. Please check our website for more information. <https://disabilityrightsmd.org/>

Disability Rights Maryland (DRM), a private, non-profit law firm, is a recognized leader in disability rights and the Congressionally-mandated Protection and Advocacy organization for individuals with disabilities in Maryland. We provide free legal services and advocacy to persons with disabilities in Maryland.

**SALARY**

DRM offers a salary commensurate to experience and education. DRM offers exceptional employment benefits to include generous leave, health, dental, life insurance, and 401(k) retirement plan.

Mail cover letter with salary requirements, resume, writing sample and references to:

Disability Rights Maryland

ATTN: Accounting/ Human Resource Associate

1500 Union Avenue, Suite 2000

Baltimore, MD 21211

Or via email with “Communications Associate” in the subject line to:

Jobs@DisabilityRightsMD.org

Priority will be given to applications submitted by March 15, 2020