



## **Outreach and Communications Facilitator Job Announcement**

The Mission of the Missouri Budget Project is to advance public policies that improve economic opportunities for all Missourians by providing reliable and objective research, public education and advocacy.

### **Responsibilities**

#### **Outreach Facilitator**

- Develop, in collaboration with other Missouri Budget Project staff, the organization's annual outreach plan;
- Implement the organization's outreach plan, and engage civic and business leaders throughout Missouri in the work of the Missouri Budget Project;
- Foster coalition development, coordinate and plan meetings and events with critical organizational partners, and facilitate regular communication among coalition members;
- Along with other staff, represent the Missouri Budget Project in speaking engagements, stakeholder meetings and with the media as needed;
- Facilitate partner organization's awareness of messaging and framing techniques;
- Facilitate coalition partner organizations' efforts to build public awareness and engagement in critical policy discussions.

#### **Communications & Graphic Standards**

- Develop, in collaboration with other Missouri Budget Project staff, the organization's communications plan;
- Implement the Missouri Budget Project's communication plan;
- Develop messaging/framing standards for the Missouri Budget Project and train staff on communications techniques;
- Monitor and edit MBP written communications to ensure they meet messaging standards and professional thresholds;
- Monitor and edit MBP written communications to ensure that they comply with graphic standards;
- Maintain an ongoing statewide media relations program which communicates key issues related to MBP's mission and which gives the organization prominent visibility in the general public;
- Develop and maintain contacts with key editors and reporters through regular communications, including phone calls;
- Respond to all media inquiries; coordinate interviews with reporters and MBP staff;

- Develop and disseminate timely news releases and media advisories, and track media hits;
- Plan and implement MBP-sponsored news conferences, including providing guidance on appropriate use of press events;
- Coordinate MBP's participation in media relations/news conferences sponsored by other organizations;
- Seek opportunities for MBP staff to be guests on radio talk programs.
- Serve as the primary contact with MBP's web server and CapWiz representative;
- Maintain the website and organization's Facebook page to ensure timeliness of information.

### **Organizational Support**

- Collaborate with national partners including the SFAI Network and Center on Budget & Policy Priorities, participating in the Communication's Directors and Outreach Coordinators meetings to share best practices;
- Attend conferences and other meetings as needed;
- Participate in staff and board meetings.
- Develop in collaboration with other staff the organization's annual research plan;
- Work in a team to develop the organization's policy agenda;
- Assist in researching and writing reports, blog posts, and commentaries on fiscal and economic policy in Missouri;
- Build relationships with legislative officials and state policymakers, share information and respond to requests for technical assistance from lawmakers and organizational partners.

### **Qualifications**

- Dedication to the mission of the Missouri Budget Project required.
- Advanced degree in public policy, communications or related field required. Bachelor's degree with significant related experience considered.
- Expertise in communications and outreach required..
- Commitment to accuracy and attention to detail required.
- Self-motivation, ability to think innovatively, and ability to work independently and as part of a team required.
- Excellent writing and communications skills required, including the ability to convey technical information clearly to diverse audiences through writing and in oral presentations
- Familiarity with the Missouri policy arena a plus.
- Proficiency with Microsoft Excel and other Word programs required.
- Experience in web and blog development and maintenance a plus.

### **Salary Information**

The position is a full-time, exempt employee. The Missouri Budget Project offers a competitive salary, and benefits including health care insurance, generous vacation, holiday and sick leave, and a flexible work environment.

## **To Apply**

The position will report to the Executive Director. If interested, send resume, cover letter and writing sample by **June 18, 2010** to:

Executive Director

The Missouri Budget Project

3534 Washington Ave.

St. Louis, MO 63103

Or by email at [ablouin@mobudget.org](mailto:ablouin@mobudget.org) \*

\*Applicants who chose to apply via email should also send a hard copy of the materials to the above address to ensure delivery.

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