

Fair Count

Job Opening: Press Manager

Fair Count is seeking a highly motivated individual to manage its press outreach and media tracking. Responsibilities include coordinating short- and long-term media strategies, writing press releases and talking points, organizing local and national press events, coordinating with reporters, tracking coverage, creating and distributing daily news clips, and updating Fair Count's website with relevant clippings. The Press Manager will act as the liaison for all media and will build relationships with media in Georgia, throughout the South, and across the country. The Press Manager will be responsible for understanding current events – particularly around census completion, voting, redistricting, and civic engagement writ large – as well as the messaging of congruent organizations.

Reporting to the Communications Director, the Press Manager will collaborate closely with other Fair Count staff and departments to enhance Fair Count's media strategy and short- and long-term organizational goals. **Fair Count's Press Manager must bring to the table a nimble attitude and entrepreneurial spirit, as Fair Count is a fast-acting organization tethered to a rapidly changing time and place. Expectations and definitions of success will be fluid as we grow and navigate new challenges and opportunities.**

Duties of the Press Manager

- Fielding and responding to media inquiries, crafting responses, and setting up interviews;
- Drafting, editing, and/or reviewing press releases and media advisories for local, state, and national media as appropriate;
- Tracking and analyzing press coverage, and updating Fair Count's Media page with relevant clippings;
- Creates and distributes a daily news clips digest for team and partners;
- Writing, editing, and/or reviewing op-eds, newsletters, talking points, speeches, and scripts;
- Developing, organizing, and maintaining Fair Count's media list;
- Producing handouts, PowerPoint presentations, etc., as needed, and/or working with contractors to complete them;
- Conceptualizing, organizing, and executing media events, both virtual and in-person, and inviting relevant media and following up with prospective attendees;
- Coordinating with Fair Count's organizational partners to ensure consistent and unified messaging on current events;
- Conduct media training and prepare staff for interviews and press events.

- Assisting the Digital and Social Media Manager with as needed with digital and tech tools for both online and in-person events;
- Participating in team meetings, field meetings, and strategy meetings;
- Maintaining up-to-date knowledge of news regarding civic engagement efforts and reflecting that knowledge across various platforms;
- Excelling in a fast-paced, high-stakes environment and rising to new, often impressive, challenges; and
- Performing other duties or special projects as needed.

Desired Skills and Qualifications

- At least two years' experience developing and implementing media strategies, both at the local and national level;
- Working knowledge of media trends, tactics, and strategic use;
- Patience and exceptional people skills;
- Responsiveness and positivity as a team player who enjoys versatility and constant new challenges;
- Comfort utilizing Action Network, Hustle, Mobilize, and/or other digital relational organizing tools;
- Proficiency in Microsoft Word, Excel, Google Docs, Dropbox, and database management tools, as well as creative programs, digital tools, and website platforms; and
- A strong commitment to racial equity and Fair Count's values.

Logistics

As of August 1, 2021, some Fair Count staff may work from the Atlanta office who must follow dictated social distancing and masking protocols. However, due to the nature of this role and the expectation of returning to office work in some capacity in the future, **Fair Count is only considering Georgia-based candidates** at this time.

- Fair Count works on EST/EDT and often requires participation in morning meetings.
- All staff members participate in several meetings throughout the day by phone, Zoom, and Google Hangouts.
- Collaborative communication is encouraged through Signal, text, email, etc.

Office hours are typically 9 a.m. to 5 p.m. Monday through Friday. At times, however, evening and weekend hours will be required to staff events, meet deadlines, and respond to extenuating circumstances. **Such extensions of hours are particularly true during heavy GOTC and GOTV endeavors.** Additionally, Fair Count is a 100% vaccinated workplace as allowed for by the U.S. Equal Employment Opportunity Commission. Proof of vaccination will be required upon acceptance of a job offer.

Salary & Benefits

Fair Count offers a competitive package for its employees, including generous holiday and paid time off (PTO) and healthcare options. This position has a salary range of \$60k - \$72k annually dependent on experience.

Application and Interview Procedure:

To apply, email your cover letter, resume, portfolio, and list of references to Jason Ludwig at JasonL@FairCount.org. **Please do not contact by phone.**

To deliver on our mission, Fair Count hires and supports a diverse team of the best and brightest, most mission-driven people available. We value diversity. We welcome applications from candidates from all backgrounds and walks of life, and work hard to create an environment where everyone on our team feels included, involved in key decisions that affect them, and encouraged to bring their full selves to work.