

# Job Description

## Director of Communications



**Job Title / Director of Communications**

**Location / Washington, DC**

**Contract Length / Permanent**

**Start Date / ASAP**

**Salary / Commensurate with experience**

Moonshot believes that marginalized people in society — including people of color, people from working class backgrounds, women, Disabled and LGBTQIA+ people — must be centered in the work we do. We strongly encourage applications from people with these identities or who are members of other communities who are currently underrepresented in our workforce. We know a diverse workforce will enable us to understand drivers behind violent extremism and online harms in an in-depth way and do better work to counter them.

### About the role

Moonshot is currently recruiting a Director of Communications to oversee Moonshot's global communications efforts, including the day-to-day communications, branding, media and government relations functions for the company. This role will be based in our new Washington, DC office.

### Your responsibilities will include:

- Primary responsibility for planning and executing external communications efforts and public relations.
- Develop and implement an ambitious communications and branding strategy covering North America, European Union, and other key geographies.
- Build and implement a metrics framework to drive our communications and marketing investments.
- Expand and strengthen our strategic use of the website and social media channels, and day-to-day oversight of all of Moonshot's public facing outlets.
- Cultivate press relationships and increasing our representation in top-ranked media outlets.
- Increase Moonshot's visibility among potential clients, partners, peer organizations, and other influencers in government, tech and private sector.
- Manage, mentor and expand Moonshot's communications team, creating team cohesion for seamless teamwork across multiple offices.
- Work with Moonshot's leadership and project teams to improve external communications of Moonshot's work and its relevance and impact globally.
- Make recommendations and provide guidance to program teams to develop communications for a range of online and offline channels, including written materials, media pitches, social media, speaking engagements, and other activities as needed.

### Requirements

#### Essential:

- Directly relevant experience leading a global communications effort or large-scale, multi-faceted communications projects.
- Demonstrated results in public relations, corporate communications, social media, and news media cultivation.
- Clear storytelling capabilities. Proven experience extracting ideas and using them to shape stories.
- Skilled at identifying newsworthy stories across a complex organization, with a proven track record of successfully pitching stories and subject-matter experts to journalists and external audiences.
- Experience partnering on business development and fundraising efforts.
- Knowledge of U.S. and/or international media landscape, and established networks with relevant media organizations.
- Thorough understanding of changing communications landscape, including proven knowledge of media research tools, SEO strategies, and digital platforms for publishing, listening, engaging, and analyzing.
- Excellent leadership skills and proven ability to build trusting relationships across an organization.
- Experience supervising staff, with consideration for staff cohesion and welfare.
- Solid experience defining and using metrics to measure performance and impact.

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- Ability to convey complex ideas concisely and compellingly to a range of external audiences.
- Demonstrable ability to work under pressure, taking action and getting things done, both in managing your own workload and that of others.
- In addition, we require and will check on candidates' eligibility to work in the US. Candidates will be expected to undertake and pass any relevant security clearance procedures per the needs of clients.

### Desirable:

- Prior experience in a mission-driven environment.
- Experience balancing domestic and international portfolios.
- An interest in online harms (including violent extremism, disinformation, gender-based violence, human trafficking, among others) and evidence of relevant professional experience.
- Inquisitiveness and adaptability, particularly in relation to new technology and the use of social media for research.
- Demonstrated expertise in developing and executing crisis communications plans.
- Experience working in international organisations.

### About Moonshot CVE

Moonshot is a social enterprise working to end online harms across the globe, applying evidence, ethics, and human rights. We currently operate in more than 28 countries across different forms of violent extremism, disinformation, and other public safety issues, such as gender-based violence. We use data-proven techniques to ensure our clients respond effectively, and our work ranges from targeted intervention programmes, software development and digital capacity building, to leading global counter-messaging campaigns, and monitoring and evaluation.

### We do this through:

- Finding new ways to reach individuals at risk of involvement in violent extremism and other forms of violence.
- Working across different violent extremist ideologies and online harms.
- Collaborating with partners and working for clients including governments, NGOs and private sector organisations from across the globe.
- Building a multifaceted team with a diversity of backgrounds, both professional and academic, including international development, policing, communications, psychology, data science and software engineering.
- Investing in the research and development of new technologies and methodologies to counter extremism, misinformation, and other public safety issues.

### Working at Moonshot CVE

We're growing quickly, have big ambitions, and high expectations of our staff. Our dedication to finding effective responses and leading innovation means that our work environment is fast-paced, dynamic and creative. We match this by offering our staff access to a range of learning and development options, scope to advance personal subject-matter expertise, and opportunities for career progression.

### Our staff say they value:

**Our shared sense of purpose** / working as a team to find new solutions to global challenges.

**Personal development opportunities** / a chance to learn new things and get even better at what you already do.

**Our ideas-driven culture** / opportunities to work with creativity and autonomy whatever your position in our organisation.

**The diversity of thought** / working with staff from a wide range of personal and professional backgrounds.

**Open and collaborative working** / being part of a team who support each other to achieve great results.

### Inclusivity

Moonshot values the diversity of our team, and is committed to ensuring our workplace is inclusive. We are determined to ensure that our applicants and employees receive no less favourable treatment on the grounds of race, color, religion, gender, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.

We recognise that our staff have different requirements based on their circumstances, and we are committed to providing a workplace that caters for these, including flexible working time to allow for caring responsibilities and remote working arrangements and work space adjustments to accommodate people with disabilities and other health conditions.

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**Generous benefits package upon offer**

### **Application Process**

To apply for this role please submit your resume and cover letter. Your cover letter should not exceed two pages and must answer the following questions:

**Why do you want to work for Moonshot CVE?**

**How do you meet the requirements of this role?**

Applications without a cover letter will not be considered.

**[Click to apply](#)**