



Job Announcement

Senior Communications Manager

The Open Contracting Partnership advocates, collaborates and innovates to boost transparency and participation across government contracting, working to make sure that the trillions of dollars spent on contracting each year lead to better goods and services for citizens, greater opportunities for businesses, and more efficiency and trust for government.

It does so by building global norms and demand for open contracting, by strengthening the implementation of good practices on the ground and promoting learning, collaboration and evidence building across the open contracting field.

Communications and advocacy are integral to the OCP achieving its mission. The OCP aims to build a powerful case for change and a global consensus that government deal-making should be open by default.

The Senior Communications Manager will lead the OCP's communications agenda. Together with the ED s/he will design and implements the OCP's communication and advocacy strategy, develop and manage media and partner relations and produce outstanding communications materials.

This is a critical moment for the OCP as it is going through an exciting transition phase developing its own strategic plan, organizational structures and funding. The OCP is building a small and full-time team and the Senior Communications Manager will be a key member of the team. As the OCP is in its start-up phase, the Senior Communications Manager is expected to lead strategy as well as implementation of key communications and advocacy tasks. As the team expands over the coming year(s), the Senior Communications Manager will be able to focus more on strategy.

The Senior Communications Manager will be based in Washington DC, USA. Ability to be legally employed in the US is required.

Responsibilities

- Design and implement an integrated communications strategy for the Open Contracting Partnership to
 - Build a powerful case for change and a global consensus that government deal-making should be open (i.e. transparent, participatory and accountable) by default;
 - Attract governments, companies and civil society to the cause;
 - Tell powerful human stories behind open contracting;
 - Be technically sound without sounding technical;
 - Help tackle vested interests blocking progress.
- Ensure quality and consistency of all external communications materials and messaging, protecting and enhancing the OCP's brand and reputation.
- Develop and manage high-level relationships with media organizations and communications colleagues among OCP's partners to optimize opportunities and outcomes.
- Produce engaging content to make technical but vital open contracting issue relevant to actors and allies from the public, private and civil society sectors. This will include managing and delivering communications products that stand out both intelligently and creatively, including the production of compelling online and offline content, such as newsletters, blogs, op-eds, graphics, reports, videos, HTML5 pieces, etc.
- Work with the Executive Director and others to advance the OCP's global advocacy efforts both online and offline primarily through amazing communications.
- Monitor OCP's worldwide media profile and boost both quality and quantity of coverage.
- Manage OCP website, use of social media, digital tools and wider online presence ensuring compelling and accessible content.
- Editing and proof-reading relevant reports and studies.
- Preparing presentations, talking points and other materials.
- Conduct regular monitoring of OCP communications to evaluate impact.
- Represent OCP at public events as required.
- Organize and facilitate events, meetings and workshops to profile and promote open contracting.
- Regular international travel, potentially to challenging environments, sometimes at short notice.
- Any other duties commensurate with the skills and responsibilities required for this role. This might include support to administrative and logistics tasks.

Requirements

- A minimum of 5 years of experience in communications, with a proven track record of success of using communications to further an organization's strategic communication's and advocacy objectives.
- A job-related advanced degree from a highly reputable academic institution.
- Extensive experience of managing websites and social media.
- Experience in working with companies and government agencies is a plus.
- Knowledge about contracting, procurement, governance and wider development issues is a plus.
- Ability to draft, edit and produce a variety of written materials to a very high standard in English.
- Ability to communicate complex and technical issues in a succinct, clear and accessible way.
- Excellent media and communications contacts and a thorough knowledge of how the global media environment operates.
- Proven ability to manage competing demands, to take the initiative, extensively multitask, and be accountable.
- Excellent interpersonal skills, in particular a collaborative and cooperative style and a willingness to help across a small, high-powered team.
- Ability to network and to build and maintain effective working relationships with a range of people, across a variety of settings.
- Ability to organize and facilitate events, meetings and workshop sessions, including the ability to handle the logistical aspects of such events.
- Fluency in other languages is an advantage.
- Ability to be legally employed in the US is required.

Application

The OCP through the Tides Center, the OCP's fiscal sponsor, will offer a highly competitive salary and generous benefits package.

The expected start date is no later than May 18, 2015. The position will be based in Washington DC, USA. **The deadline for application is March 23, 2015.**

To apply, please send a cover letter and curriculum vitae to info@open-contracting.org with OCP Communications Manager in the subject line.

Please address any questions to info@open-contracting.org.