



WEST VIRGINIA CENTER ON  
**BUDGET & POLICY**

**WVCBP Operations and Communications Manager  
Job Announcement**

The West Virginia Center on Budget and Policy is currently seeking an operations and communications manager. The operations and communications manager is responsible for a variety of duties including special event planning, communications, and office management. This position supports work that advances public policies that improve the quality of life for all West Virginians and includes media relations, public campaigns, publication design, and website and database management.

**Communications**

- Manage all media-relations activities, including building relationships with reporters, pitching stories, and coordinating interview requests.
- Write press releases, press advisories, statements, op-eds and letters to the editor.
- Organize press events, including press conferences and press conference calls and webinars.
- Coordinate daily tracking of news coverage and post on WVCBP website.
- Work closely with colleagues at the Center on Budget and Policy Priorities and other SPP communications staff.
- Manage WVCBP's website and blog, ensuring content is accessible, timely and well organized and work to increase site traffic.
- Develop and implement a plan for communicating with email subscribers regularly, working to increase the size of the organization's email lists.
- Compile WVCBP's weekly newsletter.
- Edit materials produced by policy analysts on complex topics to ensure the materials can be easily read and understood by media, policymakers and advocates.
- Edit blog posts, reports, issue briefs, website content and other materials.

**Special Events.**

- Plan annual Budget Breakfast which takes place in January.
- Organize Summer Policy Institute which takes place in July.
- Coordinate meetings of the WVCBP board of directors (quarterly) and advisory committee (annually).

**Financial and Personnel Management**

- Process payroll and accounts payable.
- Manage finances for the organization.

- Manage personnel-related matters like benefits renewals, compliance, monthly and quarterly reports, and insurance.
- Coordinate annual audit.

### **Development**

- Maintain the website and email database.
- Oversee grant management and writing.
- Write and submit grant reports.
- Produce the annual report.
- Follow up and pursue on potential new sources of funding.

### **Office Management**

- Order office supplies.
- Handle a variety of miscellaneous administrative tasks.

### **Minimum Requirements**

- Strongly articulated interest in and commitment to progressive social and economic change in West Virginia.
- Bachelor's degree preferred.
- Excellent writing and editing skills that demonstrate ability to simplify complex information.
- Self-motivated, creative thinker with the ability to work both independently and as part of the team.
- Knowledge of public policy.
- Able to perform assigned duties in a time-efficient manner.
- Experience with Microsoft Office and QuickBooks.
- Familiarity with visual design tools such as Tableau and InDesign preferred.
- Ability to create visual and multi-media products that communicate WVCBP's work preferred.
- Ability to provide visual content from WVCBP events, such as photography and graphics preferred.

Interested candidates are encouraged to forward their resumes to [info@wvpolicy.org](mailto:info@wvpolicy.org). This position has the flexibility to be part or full time depending on the applicant and the WVCBP's needs. The WVCBP is an equal opportunity employer. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, or national origin.