



## **Job Title: Communications & Content Director**

The Matriots is hiring a Communications & Content Director. Reporting to the Matriots' CEO, the Communications & Content Director plays a critical role in advancing the organization's sustainability, growth, and people-centered culture. For this role, The Matriots is seeking someone who doesn't just want to "manage a brand". This person will want to build a movement. We are moving past the era of dry press releases and static flyers. We need a digital-first communicator who can help ignite our targets on and offline and drive donations, volunteerism, and votes.

## **Our Mission**

We endorse, encourage, and advocate for women to run, win, and uplift elected office in Ohio. Our goal is to achieve gender parity across elected offices in Ohio.

## **Your Profile**

You've developed and executed communications strategy in the non-profit sector and are also a hands-on project manager and content creator. You have a deep passion for gender equity in leadership and a solid grasp of the Ohio political landscape. You understand that in 2026, political influence is won through authenticity, speed, and community engagement.

## **Core Responsibilities**

### **Communications Strategy**

- Translate mission and priorities into clear communications strategies and thematic campaigns. Develop audience-centered messaging and engagement plans.
- Track metrics and adapt tactics based on performance data.

### **Creative Execution Across Platforms**

- Execute copy development and design for printed materials in collaboration with internal team and agency/freelance specialists.
- Own digital strategy and execution. Manage our social channels, engage with followers, build community and humanize our mission. Create relevant and engaging posts that build our following. Concept, shoot, and edit high-quality short-form video. Monitor the Ohio political landscape and produce "real-time" social assets that position The Matriots as a leading voice in the conversation.
- Draft speeches, talking points, and other messaging for staff and board, as needed.
- Develop relationships with key media outlets and lead responses to press inquiries.
- Manage website content and updates (WordPress or similar CMS).

### **Team Collaboration and Support**

- Work closely with development staff to create donor communications and campaign assets.
- Support program teams in creating annual reports, impact reports, event promotions, educational materials, and outreach content.



### **Brand Management**

- Ensure visual and editorial consistency across all materials.
- Maintain brand guidelines and support staff in using them effectively.

### **Qualifications**

- **Collaborative Leader and Self-Starter:** You bring sound judgment, humility, and professionalism to your work. You are able to lead when needed, collaborate effectively within a mission-driven team, and operate independently with confidence in complex, fast-moving environments.
- **Values Alignment:** You believe in our five key values (<https://matriotsohio.com/about/>) while respecting the non-partisan nature of the organization and the membership.
- **Content Creator:** You must have a proven track record of creating content (video, design, and writing) that has moved an audience to action.
- **Political Pulse:** You're deeply invested in shattering glass ceilings and possess a nuanced grasp of the unique socio-political climate across Ohio.
- **Agility:** You thrive on tight deadlines and can pivot your creative direction as the news cycle shifts.

### **Salary and Benefits:**

This is a salaried, regular, full time, Exempt position. Salary range is \$70,000-\$80,000 including stipends and reimbursements provided for benefits and cell phone. Laptop computer provided.

Employee will receive 10 paid holidays and 120 hours PTO each year. The Matriots office is closed between Christmas Day and New Year's Day, and employee receives paid holidays for any weekday (Monday-Friday) that occurs during that time period.

### **Hybrid Work Schedule**

This position requires one day per month in-person at the Matriots office in Columbus, Ohio plus at least one additional portion of a day in-person with the Director of Development & Operational Strategy for meetings or events (at an agreed-upon location in Northeast Ohio).

### **The Organization:**

Now is the time to join our work! The Matriots is an Ohio nonpartisan organization with both PAC and nonprofit arms. It was founded in May of 2017 by a group of women who participated in the Women's March on Washington. We believe the wellbeing of families, communities and the country is directly impacted by the economic independence, health, and safety of women. We are passionate about electing women to office and bettering the state and community.

WHY The Matriots? By electing Ohio women and leveraging our collective power to secure women's representation at all levels of state and local government, we ensure that women have equal opportunities, access, rights, and responsibilities. The Matriots is creating a model for a statewide movement that supports



women engaging in the political arena. Women can and should be involved in the political process, and we empower them to use their strengths to make change.

**Hiring Process:**

Applications will be reviewed on a rolling basis. Selected candidates may be asked to provide additional writing or work samples.