



ACHIEVING HEALTH EQUITY THROUGH CROSS-SECTOR COLLABORATION

Communications Manager

This position manages day to day communications functions for The Root Cause Coalition and works in a dynamic team environment to advance the Coalition's mission of achieving health equity. The Communications Manager has a dual reporting structure and reports to the Executive Director and Director. This position works closely with the Executive Director and Sr. Advisor of Research and Communications in executing a variety of key functions relative to communications, strategy, public relations, and research.

Duties:

- Establishes overall communications strategy with Senior Leadership.
- Oversees regular updates of TRCC website and social media content. Develops new content and maintains website. Writes new stories/articles, creates new pages, and solicits updates from staff and members.
- Writes the weekly e-Newsletter/Bulletin based on input and contributions from staff. Responsible for finalizing format after final edits and posting/readying for distribution.
- Writes and oversees coordination of all press and research-related Coalition publications under the direction of leadership, specifically Sr. Advisor of Research and Communications, includes writing, editing, oversight of design and final production, for both online and printed materials.
- Maintains frequent and consistent relationships and contact with all Coalition members to ensure specific programs, initiatives and other noteworthy items are promoted and highlighted.
- Oversees writing and final production of all printed flyers, brochures, fact sheets, event signage, announcement, invitations, etc., for the National Summit on the Social Determinants of Health. Works with Events Manager to co-produce Summit, from RFP through event.
- Writes press releases and distributes to appropriate press outlets as needed. Maintain press list with accurate contact information.
- Oversees TRCC Speaker's Bureau, including identifying speaking opportunities as well as preparing content for presentations made by TRCC Staff, Board and Members. Serves as interface for all speaking requests; from intake through engagement.
- Prepares agendas for Research committee and all Coalition Roundtables and maintain rosters. Produces minutes / records for assigned Committee and Roundtable meetings.
- Works with Executive Director and Director to identify potential new members, schedules introductory and onboarding calls, and follow through on any necessary communication.

Qualifications / Skills:

- A demonstrated commitment to addressing health equity; and an understanding and appreciation for how health equity can be achieved through advocacy, education and research
- Ability to work with myriad organizations toward a common goal.
- Knowledge and proficiency with communications in the myriad areas of the social determinants of health and health equity
- Understanding of copywriting, and sense of good design/graphic representation of an organization's brand
- Impeccable writing skills that will be utilized in a variety of functions, including drafting reports, copywriting, press releases, etc.
- Ability to work independently, takes initiative and is able to be an active contributor of a dynamic team
- Excellent verbal communication and presentation skills

Required Education and Experience:

- A minimum of a bachelor's degree in English, communication, or a related discipline
- Five-plus years of communication or public relations or related experience; preferably in a field of health equity
- Understanding of how government functions and the interplay between the public and private sector.
- Experience managing digital content
- Proficiency with Microsoft Office (Excel, PowerPoint, Word)
- Established media relations a plus

Co-founded by AARP Foundation and ProMedica in 2015, The Root Cause Coalition is a nonprofit, member-driven organization comprised of more than 90 leading health systems, hospital associations, foundations, businesses, national and community nonprofits, health insurers, academic institutions and policy centers. Our common goal is to achieve health equity for every American.

Send resume to tdorney@rootcausecoalition.org.