



Job Title: Communications Manager
Work Status: Full-Time (35 hrs/week); Exempt
Starting Salary Range: \$60,000 - \$68,000

In order to counter pay inequality and uphold internal parity, salaries are non-negotiable for new and current employees. Starting salaries are always listed clearly in job postings and salary offers are based on CCASA's established formula to adjust for experience and cost-of-living.

Why our salaries are non-negotiable: Requiring new staff to negotiate in order to receive a fair salary often results in pay inequity, especially for women and other marginalized identities, and we do not want to compound that inequity as part of our compensation structure. Employees have the opportunity to progress through current salary bands through annual cost of living increases and higher level responsibility increases, and into new salary bands through promotions.

Benefits: Flexible workplace; business closure between December 24 and New Year's Day Observed; open vacation leave, 60 hours of wellness leave per year, and 12 self-selected holidays per year; 100% employer-paid premiums for employees' medical, vision, dental, short- and long-term disability, and life insurance; and a 2% retirement contribution

Work Schedule: Schedule may vary to meet job demands; some evenings and weekends are required; some overnight travel is required.

Location: CCASA's office is in Denver. However, staff are primarily working remotely and telecommuting within Colorado is allowed.

Reports to: Executive Director

About CCASA:

The Colorado Coalition Against Sexual Assault (CCASA) is a statewide membership organization that provides leadership, advocacy, and support to address and prevent sexual violence. CCASA was founded in 1984 to be the collective voice of rape crisis advocates across the state of Colorado. Today, our membership includes over 100 sexual assault survivors, victim advocates, rape crisis centers, dual domestic violence and sexual assault programs, college and university campuses, law enforcement agencies, district attorney and judicial district offices, medical professionals, public health and government agencies, offender treatment programs, as well as other organizations and concerned individuals throughout Colorado. As a statewide coalition, CCASA supports our members, partners, and the broader community through training, technical assistance, information and referrals, educational materials, statewide systems change, and public policy education and advocacy.

For further information about CCASA, please visit our website at www.ccasa.org.

About the Position:

The Communications Manager develops and implements an organization-wide communications strategy to raise awareness about sexual violence and CCASA's work and impact, elevate the stories and experiences of survivors and communities, and grow CCASA's public profile and base of supporters.

Job Responsibilities:Communications Strategy Development & Implementation

- Develop and implement CCASA's communications strategy in alignment with our mission, vision, and values to educate the public about sexual violence and CCASA's work and impact.
- Manage, track, and evaluate communications strategies.

Digital Presence

- Manage CCASA's digital platforms, including websites (www.ccasa.org, www.coloradodenimday.org, www.youhavetherightco.org) and social media.
- Coordinate and manage blog posts.
- Create regular content and schedule posts on key CCASA social media channels.
- Create social media toolkits for partners/public.

Media Relations

- Write and distribute press releases and assist with op-eds, coordinating with partner organizations as appropriate.
- Monitor news items and current events to make recommendations for response, commentary, or involvement by CCASA and to respond in a timely manner to breaking news and inquiries related to CCASA's mission and goals.
- Manage a media database, field media requests, pitch stories and interviews to targeted reporters, draft talking points, and message grids.
- Build and maintain trusted relationships with members of the press and relevant media outlets.
- Provide support to CCASA spokespeople and partners, including preparing individuals for interviews, creating talking points, and setting up interviews.
- Serve as the primary contact for the media and a spokesperson for CCASA, when appropriate.

Collateral Materials & Publications

- Develop communications and outreach materials (e.g., monthly e-digests, timely e-blasts, blogs/vlogs, talking points, factsheets, issue briefs, donor communications, email signatures, etc.).
- Serve as in-house designer for collateral, presentations, signage, and promotional materials.
- Capture and edit engaging photos and videos to highlight programs, events, and impact.
- Ensure messaging and branding is consistent with CCASA's values, voice, and strategic priorities.

Member and Donor Support

- Collaborate with the Executive Director, Administration Coordinator, and Board Fundraising Committee to support fundraising and donor development efforts.
- Provide support, consultation, training, and technical assistance to CCASA members and partners to assist them with their communications and public relations strategies.

Other Duties

- Assist with and participate in CCASA events and trainings, as requested.
- Track time and activities and complete required documentation for reporting to funders.
- Supervise and support interns/volunteers.
- Assist with the preparation of grant reports, as requested.
- Provide input on relevant program and project budgets, as requested.
- Perform other duties as assigned.

Required Qualifications:

- Minimum of five (5) years related professional experience AND Bachelor's degree in communications, public relations, marketing, or other closely related field; **OR** nine (9) years related professional experience.
- Demonstrated strong written and verbal communications skills to convey complex concepts, research, and analysis in a clear and concise manner.
- Experience creating and editing impactful photos and video to support brand strategy.
- Proven ability to create compelling communications across various communications channels (e.g., traditional media, social media).
- Knowledge/understanding of sexual violence, social justice, and anti-oppression work.
- Demonstrated success with managing complex projects, including engaging and coordinating with other partners.
- Proficiency with technology and platforms required for the functions of the position, including website management (WordPress), email marketing (Emma), social media (Facebook, X, Instagram, YouTube, etc.), graphic design & video editing (Adobe Creative Cloud, Canva), and Microsoft Office (Word, Excel, and PowerPoint).

Preferred Qualifications

- Experience with political advocacy and/or issue campaigns.
- Existing relationships with members of the press and relevant media outlets in Colorado.
- Experience and comfort with speaking with the media.
- Experience working with a coalition or statewide organization.
- Experience working in and knowledge of victim service systems within Colorado.
- Experience working with/supporting survivors of sexual violence.
- Bilingual in English and Spanish.

Physical Requirements:

Expectations for this position include operating a computer, in-person conversations with organizational partners and members of the community, and spending time on the phone and/or video calls for internal and external communication.

Candidate Profile:

- Detail-oriented and organized.
- Ability to safeguard confidential information in a professional manner.
- Strong logical reasoning and critical thinking skills.
- Exceptional time-management and the ability to manage multiple projects and tasks.
- Excellent organizational skills and the ability to prioritize projects.
- Effective interpersonal communication skills
- Ability to identify and solve complex problems.
- Flexible and able to respond to emerging issues as they arise.
- Self-motivated with the ability to work independently and with minimal supervision.
- Ability to work effectively and collaboratively with staff and partners from diverse backgrounds, coalitions, community groups, and volunteers.
- Comfort with working in a small, team-oriented environment.
- Enthusiasm about promoting the mission, vision, and values of CCASA.

CCASA is an Equal Opportunity Employer.

CCASA is committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay. We strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.

Application Instructions:

Please submit your cover letter explaining why you want to work at CCASA, resume, and a sample of your communications work that would demonstrate your style as related to this position (e.g., social media post, press release, etc.) to:

- Email: director@ccasa.org with "Communications Manager" in subject line.
- No phone calls please.
- Please follow these instructions to ensure review of your application.

Applications will be reviewed on a rolling basis with priority for submissions received by November 17th, 2025.