International Corporate Accountability Roundtable,  
A Project of Tides Center

Job Title: Communications Director  
Reports to: Executive Director  
Location: Washington, DC

To Apply  
Please submit electronically, in English, in a single PDF document your Cover Letter and Resume to apply@icar.ngo with the subject line “Communications Director – Application”.

Other Special Considerations  
The Communications Director role is an exempt position. Exempt employees are expected to work the appropriate and necessary time in order to complete key assignments and related tasks on schedule.

ICAR is a project of the Tides Center and is an equal opportunity employer.

Must be legally able to work in the United States.

The International Corporate Accountability Roundtable (ICAR) is a civil society organization established to ensure that human rights are respected and that those who transgress are held accountable. We work to build commonsense protections against corporate abuse, protect those who speak out against corporate abuse, and end the corporate state. ICAR challenges governments to engage and lead in the international arena, set conditions in the market, and ensure legal accountability and access to remedy.

Position Summary  
The Communications Director is responsible for the strategic communication of our organizational priorities to relevant stakeholders in a manner that advances ICAR’s objectives. The Communications Director will manage a Communications Associate and communications consultants (where applicable). The Communications Director will also work in partnership with the Legal and Policy Director and Executive Director to support the design and implementation of advocacy strategy. Key responsibilities include creating a communications strategy that supports strategic objectives; overseeing the production and dissemination of public facing documents; building and maintaining communications networks among press, stakeholders, and other experts; pitching ICAR priorities (and personnel) to relevant outlets; overseeing project budgets; and publicly representing ICAR in relevant settings. The Communications Director reports to and collaborates with the Executive Director.
Essential Duties and Responsibilities

Strategic Vision and Leadership
- Analyze various legal and policy priorities to determine best communications strategy to maximize opportunity for uptake
- Develop work plans and build systems to ensure the effective communication of ICAR projects and strategic priorities
- Ensure cohesion, coordination, and high-level performance across the Communications Team and with the Legal and Policy Team
- Working with the Legal and Policy Director and Executive Director to develop and execute an advocacy strategy to promote the organizations initiatives
- Provide strategic advice to the Executive Director on key communications issues and the strategic vision of the organization.

Project Management and Oversight
- Provide advice and support to Communications Associate and other team members on project management and implementation of individual work plans
- Synthesize legal and policy analysis into talking points, one pagers, press releases, tweets and other collateral material in a manner that honors the substance but is easily understood and amplified
- Provide communication support for other departments, as needed
- Manage and oversee relationships with external experts, partners, and consultants
- Develop and oversee project budgets

Advocacy and Stakeholder Engagement
- Conduct high-level advocacy and engage with contacts within government bodies, civil society organizations, national human rights institutions, businesses, investor groups, and institutions at the national, regional, and international levels
- Develop and publicly present position statements and advocacy strategies to support ICAR initiatives
- Develop and maintain relationships with partner organizations, ICAR members, and key stakeholders

Organizational Planning, Staffing, and Fundraising
- Work closely with the Executive Director to raise funds to support ICAR’s programs and operations, including drafting grants proposals and reports
- Assist in organizational strategic and operational planning
- Recruit and supervise ICAR communications staff

Education and Experience
- Bachelor’s degree or foreign equivalent required
- At least 5+ years of communications experience required
- Extensive contacts with relevant reporters/outlets/hill staffers
- Proven record of successfully pitching individuals and written products
- Campaign experience strongly preferred
- Demonstrated commitment to human rights and social justice
• Supervision/managerial experience required
• Experience in developing and implementing successful and strategic communications

Knowledge and Skills
• Ability to establish and maintain effective working relationships with internal and external stakeholders
• Motivated with the confidence and the ability to act proactively, think quickly, and work independently
• Ability to develop project work plans and manage budgets
• Excellent interpersonal and leadership skills
• Exceptional written, public speaking, and presentation skills
• Strong facility with social media
• Proficiency in a second language desired

Equal Employment Opportunity
ICAR a project of Tides Center, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, veteran status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

Salary and Benefits
• Competitive Salary commensurate with Experience
• Health, Vision, Dental Plan Coverage
• Short term / Long Term Disability Coverage
• 403 (b) Safe Harbor Matching Benefits
• 15 Vacation Days; 20 days after first year of employment
• 10 paid holidays
• Paid Closure June 24 - January 1
• Professional Development opportunities