

# National Indian Health Board



**June 2021**

## **Immediate Opening** **National Communications Director** **National Indian Health Board**

### **About the Organization**

The National Indian Health Board (NIHB) is the nation's premiere leadership organization in Tribal policy and advocacy around health systems and appropriations, public health, behavioral health, policy analysis, and communications. This dynamic non-profit organization was created by the Tribes in 1972 to serve as the national, unified voice of the Tribes to elevate concerns and innovations around health to the highest levels of law and policy makers. NIHB also provides critical health information to Tribes, technical assistance and programming and serves as an education and outreach bridge to media, philanthropy, and external audiences. NIHB makes an impact on the health of American Indians and Alaska Natives as we serve all 574+ federally recognized Tribes. We passionately strive to hold the federal government accountable to uphold its trust obligations to the Tribes for health and health systems, behavioral and public health services and capacities. NIHB serves Tribes that run their own health systems through compacting and contracting as well as those that receive their care directly from the Indian Health Service. Learn more about NIHB at [www.nihb.org](http://www.nihb.org).

### **Position Summary**

The National Indian Health Board is seeking highly skilled, confident candidates with substantial national-level media relations experience for the senior level position of Communications Director. The Director is responsible for staffing and managing the Communications Department staff, overseeing all organization-wide external and internal communications and messaging, providing high-level leadership on content and materials that are in line with the organization's vision, brand, culture, and purpose. The Director will generate excitement about NIHB events and conferences and initiatives through marketing materials creation and outreach strategy development and execution. The Communications Director is the main media contact for the organization and is effective at garnering earned media coverage. The Communications Director is driven by a commitment to NIHB's mission and strives to cultivate media perception of the organization and is aligned with the organization's mission, audiences, and priorities.

The successful candidate will possess political acumen in both Tribal and mainstream settings and must be an expert at communications in varying forms; from written press releases to policy position statements, from social media to public health, legislative and fundraising campaign materials, from writing speeches for someone else to deliver or for the Communications Director

to deliver during public events. The successful candidate will be versatile, quick-thinking, able to communicate effectively both verbally and in writing, creative and productive in a high-pressure, fast-moving environment. The successful candidate will be able to “make things happen.”

This is a full time, Washington DC-based position; travel will be required.

### **Required Experience**

- A bachelor’s degree and/or master’s degree in communications, public relations, journalism, political science or English; or a combination of education and requisite experience.
- Demonstrable successful track record in managing people and projects.
- Seven to 10 years of related media or communications work experience with a national nonprofit organization, on Capitol Hill, or as a political appointee.
- Specialization in communications, media relations, journalism with a focus on healthcare, health research, or health policy strongly preferred.
- Proficiency in social media tools in media relations.
- Experience with Tribes or national Tribal serving not-for-profit organizations

**This is a grant-funded position: Employment is contingent upon funding availability.**

**HOW TO APPLY:** Interested candidates must include the following to be considered:

1. Your current resume
2. Your cover letter specific to the position for which you are applying, including why you confident that you would be a good fit for NIHB and the amazing work we do

Send your resume and cover letter to: [jobs@nihb.org](mailto:jobs@nihb.org). Include in the Subject Line: Your last name and the title of the position for which you are applying.

Position will remain open until filled.

**Equal Opportunity Employer:** NIHB is an equal opportunity employer and does not discriminate on the basis of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, membership or non-membership in an employee organization, veteran status, or any other non-merit factor.

**Salary and Benefits:** Salary is commensurate with qualifications and experience. NIHB offers an excellent benefits package (including, but not limited to, health benefits, 401(k) plan, annual and sick leave, federal holidays).