



# Tax Foundation Job Announcement

## Media Relations Manager

### About the Tax Foundation

We're an 82-year-old nonpartisan, nonprofit think tank located steps from the White House in Washington, D.C. Our staff brings a balance of time-earned experience and youthful ambition to the table and we regularly work with policymakers on both sides of the aisle to help fix problems in national and state tax codes. By focusing on effective policies instead of politics, we have curated a reputation as the most effective tax policy think tank in the nation.

Our custom-built office is fitted with collaborative spaces that allow our staff to work together in a variety of settings. We want to facilitate a work environment that allows you to work the way you work best. Whether it's providing cutting edge technology for best work output, encouraging our staff to take risks and try creative new solutions, or organizing a lunch at a great restaurant during Restaurant week, our management works hard to make the Tax Foundation environment an example of what working in D.C. should be.

### Job Overview

Tax Foundation seeks a Media Relations Manager to join our marketing team. We are a resource to journalists at top news outlets around the world, who recognize our reputation for providing timely, nonpartisan research. We have cultivated relationships with journalists at outlets like *The Wall Street Journal*, *The New York Times*, *The Washington Post*, papers of record in most states, and national and state broadcast producers, which has resulted in over 20,000 media citations and over 100 TV and radio appearances per year.

The successful candidate will take the lead in developing strategies to continue to grow our reach and reputation in the media, cultivate relationships with key journalists, collaborate closely with our policy experts to develop quotes, book interviews, and op-eds, and have an intimate knowledge of the media and policy landscapes.

Good speaking, good writing, and good attitude are essential. The right candidate must be entrepreneurial and believe strongly in the Tax Foundation mission of advancing pro-growth tax policies. The Media Relations Manager will report to our Marketing Director and will be located at our headquarters in Washington, D.C.

### Duties and Responsibilities

- Cultivate personal relationships with journalists through one-on-one meetings, briefings, and regular phone and email communications
- Develop creative strategies for communicating with journalists in addition to and beyond traditional news releases
- Coordinate interviews, develop quotes, and provide journalists with timely and accurate information
- Help craft and place op-eds and develop a long-term strategy for increasing our op-ed output and success rate
- Monitor the media and tax policy landscape at a state, national, and global level
- Help track media citations and develop regular impact reports for internal and donor audiences
- Collaborate with others in the organization to develop a cohesive messaging strategy

### Ideal Skill Sets

- 3-5 years of experience in a media relations/outreach role
- Good knowledge of the policy landscape and the ability to communicate complex ideas to a lay audience
- Able to work independently on projects, from conception to completion; to work under pressure; and to represent Tax Foundation in a highly professional manner
- Possess strong interpersonal skills and enjoy working with a team.

### Benefits

Salary range is \$65,000 to \$80,000, depending on qualifications and experience. Benefits include HSA-based health coverage (TF covers an amount equivalent to three-quarters of the silver-level premium and deposits the amount of the deductible into the HSA), dental and vision coverage, life/AD&D/LTD insurance, 12 federal holidays observed per year, 15 vacation days per year, sick leave, early release on Fridays, and a 401(k) retirement plan (100% match on first 5%).

### Applying

Submit cover letter and résumé at [taxfoundation.org/careers](http://taxfoundation.org/careers). The position is open until filled. The Tax Foundation is an Equal Opportunity Employer. EOE/M/F/D/V