

Michigan Coalition to End Domestic and Sexual Violence
Position Description:
Senior Program Manager-Communications



The Michigan Coalition to End Domestic and Sexual Violence is seeking a qualified candidate for its Senior Program Manager-Communications position. This 37.5 hour per week hybrid position, based in Okemos, MI, offers a competitive salary and benefit package, and the opportunity to work in a dynamic, supportive, team-based work environment impacting critical social change issues.

Our Mission:

MCEDSV is dedicated to the empowerment of all the state's survivors of domestic violence, sexual violence, and human trafficking. Our mission is to develop and promote efforts aimed at the elimination of all domestic and sexual violence, including human trafficking, in Michigan.

Our Vision:

MCEDSV is Michigan's catalyst for creating empowered and transformed individuals, communities, and societies committed to building a lasting legacy of equality, peace and social justice, where domestic violence, sexual violence, and human trafficking no longer exist.

Position overview:

The Senior Program Manager – Communications handles MCEDSV's day-to-day communications and helps shape its public voice. This is a hands-on, mid-career role for a skilled communicator who can move fluidly between strategy and execution, developing messaging and campaigns one day, writing a press release, or managing the website the next. The Senior Program Manager – Communications translates complex issues of domestic and sexual violence, public policy, and prevention into accessible, ethical, survivor-centered content that advances MCEDSV's mission and supports its member programs.

The ideal candidate brings a strong communications background, a genuine commitment to our work and is comfortable handling sensitive

subject matter with care. This role is well suited to a passionate individual who is ready to step up from a generalist role into ownership of an organization's communications function, with room to grow.

Reporting to the Associate Director(s), the Senior Program Manager-Communications is a full-time, exempt role.

Supervisory Responsibilities:

Program Managers

Program Coordinators

This new team member will assume the following typical duties:

Strategic communications & messaging

- Develop and maintain MCEDSV's messaging framework, key messages, and talking points, ensuring consistency across all channels and audiences.
- Translate research, policy, and program information into clear, accurate, survivor-centered language for varied audiences — survivors, advocates, policymakers, media, and the public.
- Advise leadership and staff on communications strategy, timing, and framing, and support spokespeople with briefing materials and talking points.

Media & public relations

- Serve as a primary media contact: build reporter relationships, draft and pitch press releases, statements, op-eds, and media advisories, and coordinate interviews.
- Monitor coverage of domestic violence, sexual violence, and human trafficking in Michigan and prepare timely, thoughtful responses, including rapid response during breaking news, always distinguishing verified facts from allegations.
- Prepare and support staff and member spokespeople for interviews and public events.

Digital, content & brand

- Manage MCEDSV's website, email newsletters, and social media channels — planning, writing, editing, scheduling, and analyzing content.
- Create and coordinate design of digital and print materials (fact sheets, reports, one-pagers, toolkits, graphics), maintaining a consistent brand and visual identity.
- Track and report on communications metrics, using data to improve reach and engagement.

Public awareness & campaigns

- Lead MCEDSV's signature awareness efforts, including Domestic Violence Awareness Month (October) and Sexual Assault Awareness Month (April), from concept through execution.
- Develop campaign messaging, assets, and toolkits that member programs across Michigan can adapt and amplify locally.

Member & coalition support

- Provide communications guidance, templates, and training to member programs, strengthening the field's collective voice.
- Support communications for convenings, conferences, and events, including materials, promotion, and on-site needs.

Policy & advocacy communications

- Support public policy work with advocacy communications — action alerts, issue briefs, legislative updates, and coalition sign-on materials.
- Help mobilize members and the public around policy priorities in coordination with the policy team.

We are seeking someone who brings the following expertise, skills, and attitudes to the work:

Required qualifications (mid-career)

- Approximately five or more years of professional experience in communications, public relations, journalism, marketing, or a closely related field.
- Excellent writing and editing skills, with the ability to adapt tone and complexity for different audiences and to write quickly and accurately under deadlines.
- Demonstrated experience across earned media, digital/social media, and content creation, including managing a website and email platforms.
- Sound judgment handling sensitive, high-stakes, or traumatic subject matter with discretion and care.
- Ability to manage multiple projects and deadlines independently while collaborating across a small team.
- Commitment to MCEDSV's mission and to survivor-centered, trauma-informed, and anti-oppression values.

Preferred qualifications

- Experience in nonprofit, advocacy, public health, social services, or a coalition/membership organization.
- Familiarity with domestic and sexual violence issues, human trafficking, gender-based violence, or allied movements — professionally, academically, or through lived experience.

- Skills in graphic design, basic video, or tools such as Canva, Adobe Creative Suite, Mailchimp/Constant Contact, WordPress, or social scheduling platforms.
- Experience with public policy or legislative advocacy communications.
- Spanish or other language proficiency reflecting Michigan's communities.

Beyond the skills above, the strongest candidates bring:

- Ethical storytelling. You center survivor safety, dignity, and consent, and never use trauma for shock value.
- Equity in practice. You bring an anti-oppression lens to language, imagery, and audience, and you understand how violence intersects with race, poverty, disability, immigration status, and other identities.
- Calm under pressure. You can respond thoughtfully during difficult news moments without sacrificing accuracy or care.
- Collaboration. You work well with a small, mission-driven team and with member programs whose priorities and capacities vary.

This is a hybrid role based at MCEDSV's Okemos office, with flexibility for remote work. Occasional statewide travel is required for events, trainings, and member visits, along with periodic evenings or weekend work around campaigns and events.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Salary:

A non-negotiable salary of \$65,000. MCEDSV believes in wage transparency and offers the maximum amount of salary allowable within the budgeted grants. Research shows that salary negotiation can contribute to pay disparities, particularly for those who have historically had less access to negotiation power.

We do not discriminate in employment based on race, color, religion, sex, pregnancy, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

We're committed to building a team that reflects a broad range of experiences, perspectives, and backgrounds. We welcome applicants from all walks of life and encourage individuals of all backgrounds to apply.

Please submit a resume, cover letter, and two writing or communication samples to: applications@mcedsv.org