



## **Digital Production Manager**

The National Immigration Forum (the Forum) advocates for the value of immigrants and immigration to the nation.

Founded in 1982, the Forum plays a leading role in the national debate about immigration, knitting together innovative alliances across diverse faith, law enforcement, veterans and business constituencies in communities across the country. Coming together under the Forum's leadership, these alliances develop and execute legislative and administrative policy positions and advocacy strategies.

Leveraging our policy, advocacy and communications expertise, the Forum works for comprehensive immigration and sound border security policies, balanced enforcement of immigration laws and ensuring that new Americans have the opportunities, skills, and status to reach their full potential.

Visit our website at [www.ImmigrationForum.org](http://www.ImmigrationForum.org) for more information about the Forum.

**Reports to:** Vice President of Digital Communications

**Exempt or Non-Exempt:** Exempt

**Position Summary:** The National Immigration Forum's Digital Production Manager supports the development and execution of the Forum's communications work. As a critical member of the Communications team, this position manages and produces the weekly podcast and helps execute critical media relations and digital content strategies that advance the organization's overall mission and strategy. The Digital Production Manager will also serve as a thought partner to the Vice President of Digital Communications and serve as a mentor to associates and interns.

### **Primary Responsibilities:**

- Manage and produce the weekly podcast, including:
  - Developing a strategy for each season of the podcast, including developing stories, drafting scripts, editing audio, and publishing content;
  - pitching ideas and researching guests and influencers;
  - assisting in interview preparation;

- providing support to the host and the rest of the podcast team throughout the conceptualization and production process; and
- tracking and providing reports on downloads and subscribers.
- Help to execute our video strategy, including storyboarding and brainstorming video ideas around major organizational priorities and campaigns.
- Produce and edit video explainers and content around Forum initiatives; and draft scripts for video explainers.
- Organize and gather stories from across the organization for use in Communications work.
- Track key metrics around communications team work.
- Draft scripts and speeches as needed for Forum events.
- Monitor trends and current events, suggesting opportunities for public response.
- Help articulate the Forum's vision, mission, and work in a way that resonates with a variety of audiences.
- Serve as a thought partner to the communications leadership.
- Help ensure all messaging aligns with key organizational strategies.
- Help facilitate collaboration across staff levels within the Forum.
- Provide additional capacity and support on administrative and substantive work as assigned.

**Education:** Bachelor's degree or equivalent required.

**Required Experience and Qualifications:**

Have a minimum of six years of relevant professional experience with progressive responsibilities; past experience as a manager or supervisor preferred.

- Strong skills in audio production or podcasting.
- Skills in video production and editing.
- Superb research and communications skills; experience inviting guests.
- Excellent content writing, editing and proofreading skills;
- A passion for storytelling; ability to tailor content and messaging for targeted audiences;
- Superb interpersonal skills.
- Work collaboratively across teams and all levels of positions.
- Be able to delegate work and be comfortable providing feedback on written materials and other work products.
- Be able to work in an intense, fast-paced work environment, balancing multiple projects at once while meeting tight deadlines.
- Understand and commit to the mission and goals of the National Immigration Forum.

**Preferred Experience and Qualifications:**

Preference will be given to candidates with one or more of the following qualifications:

- Experience with Salesforce or other CRMs
- Familiarity with WordPress
- Experience with the Adobe suite of products, particularly Adobe Audition, Illustrator, and Premiere Pro

**Salary:** Commensurate with experience. The National Immigration Forum offers a very competitive salary and benefits package, including health and dental insurance and a retirement plan.

The National Immigration Forum is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment. People of color, ethnic minorities and women are strongly encouraged to apply.

Candidates are encouraged to apply on or before January 18, 2021; however, the position will remain open until filled.

Please send cover letter, resume and salary requirements to:  
**resume@immigrationforum.org** and include “**Digital Production Manager**” in the subject line. Applications submitted without the required information will not be considered.