



Consumer Data Industry Association
1090 Vermont Ave., NW, Suite 200
Washington, D.C. 20005-4905

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CDIAONLINE.ORG

Vice President, Communications and Public Affairs

REPORTS TO: President & CEO

POSITION TYPE: Full-Time Exempt

POSITION PURPOSE: To lead external and internal communications efforts for CDIA.

POSITION DUTIES:

- Lead all communications and public affairs efforts on behalf of CDIA, collaborating with CDIA staff, CDIA members' PR teams and CDIA's PR agency.
- Develop long-term strategic member and external communications programs that support CDIA members in public and policy settings.
- Manage PR agency on all aspects of communications strategy and support- earned and owned media, digital and social, content creation
- Provide day-to-day strategic counsel on communications best practices and approaches in support of the CDIA's federal and state advocacy agendas.
- Manage the implementation of public relations and advocacy strategies and tactics and public policy campaigns, working in partnership with CDIA Members and PR agency.
- Build and nurture strong relationships with DC-based financial services and consumer affairs media, positioning the organization as the "go-to" source for information on the consumer reporting ecosystem.
- Interact with media at all levels, serving as on- and off-the record spokesperson, determining when other CDIA staff should speak to media on- and off- the record.
- Compose CDIA press releases, speeches, presentations and other association content.
- Manage website content by giving final approval for all content before it is posted.
- Participate in management and stewardship of CDIA as a member of the senior team.

POSITION REQUIREMENTS:

- Ability to translate complex policy issues into well-written material for public consumption.
- Strong knowledge of and experience with editing and proofing.
- Proficient in current Microsoft Office.
- Ability to multi-task and maintain attention to details.
- Ability to work independently while focusing on priorities and delivering results at a fast pace within short time frames.
- Excellent interpersonal skills and the ability to work well with others.
- Must be a motivated and proactive problem-solver.
- Bachelor's degree with a degree in Journalism preferred.
- 7-10 years' experience in public affairs/public relations/journalism.

ABOUT CDIA:

The Consumer Data Industry Association (CDIA) is the voice of the consumer reporting industry, representing consumer reporting agencies including the nationwide credit bureaus, regional and specialized credit bureaus, background check companies, and others. Founded in 1906, CDIA promotes the responsible use of consumer data to help consumers achieve their financial goals, and to help businesses, governments and volunteer organizations avoid fraud and manage risk. Through data and analytics, CDIA members empower economic opportunity, helping ensure fair and safe transactions for consumers, facilitating competition and expanding consumers' access to financial and other products suited to their unique needs.