

# We Are Hiring



## **COMMUNICATIONS DIRECTOR**

### **ABOUT**

The Communications Director is a senior leadership position responsible for overseeing and managing the communications operations of the Office of the Minority Leader. This role involves developing and implementing comprehensive communication strategies, providing strategic counsel to senior executives, and leading a team of communication professionals. The Communications Director plays a critical role in shaping the organization's public image, managing media relations, and ensuring effective communication with internal and external stakeholders.

### **RESPONSIBILITIES & DUTIES**

- Develop and execute comprehensive communication strategies to support the organization's goals, enhance its reputation, and ensure consistent messaging across all communication channels.
- Provide strategic counsel to senior executives on communication matters, including reputation management, crisis communications, and stakeholder engagement.
- Lead and manage a team of communication professionals, providing guidance, mentoring, and support to maximize their effectiveness and professional development.
- Oversee media relations activities, including developing relationships with journalists, responding to media inquiries, and managing press releases and media advisories.
- Develop and implement internal communication strategies to foster employee engagement, promote organizational values, and facilitate effective information sharing.
- Collaborate with key stakeholders, including executives, policy teams, and external liaisons, to align communication efforts and ensure consistent messaging.
- Monitor and analyze media coverage and public sentiment related to the organization, providing regular reports and recommendations for adjustments to communication strategies.
- Manage and coordinate the organization's digital communication platforms, including websites, social media accounts, and email marketing.
- Support the development and execution of public outreach initiatives, including events, conferences, and community engagement programs.
- Oversee the development and production of communication and graphic design materials, such as press releases, speeches, presentations, and marketing collateral.
- Some heavy lifting may be required
- Required to work in the Springfield, IL headquarters on all session days
- Frequent travel across the state of Illinois is required

### **REQUIRED SKILLS/ABILITIES**

- Significant experience in communications, public relations, or related roles, with a track record of progressively increasing responsibilities.
- Strong leadership and management skills, with the ability to inspire and motivate a team to achieve strategic objectives.
- Excellent strategic thinking and problem-solving abilities, with a focus on achieving results.
- Exceptional written and verbal communication skills, with the ability to convey complex information in a clear and persuasive manner.
- Proven experience in media relations, crisis communications, and reputation management.
- Strong understanding of digital communication strategies and proficiency in using various communication tools and platforms.
- Ability to build and maintain relationships with key stakeholders, including senior executives, media professionals, and internal divisions.
- Strong analytical skills and ability to synthesize information and data to drive decision making.
- Exceptional organizational skills and ability to manage multiple projects and priorities effectively.
- Flexibility to adapt to changing circumstances and work under tight deadlines.
- Knowledge of ethical guidelines and legal constraints related to communications.
- Understanding the mission, values, and policies.

### **BENEFITS**

- Immediate service credit in the State employee Retirement System (SERS)
- One times your salary in a Life Insurance at no cost to you.
- Sick, vacation, personal, and compensatory time off.
- Option for a flex-time schedule during non-session time.
- Multiple health plan options for health, dental, and vision benefits
- Deferred compensation program, Flexible spending accounts, & Wellness programs

**SALARY RANGE: \$125,000 (BASED ON EXPERIENCE)**

**HEADQUARTERS: PREFERRABLY SPRINGFIELD, IL**

**IF YOU ARE INTERESTED, KINDLY EMAIL A RESUME TO [HRFISCALOFFICE@HRS.ILGA.GOV](mailto:HRFISCALOFFICE@HRS.ILGA.GOV)**