

# *We Are Hiring*



## **COMMUNICATIONS DIRECTOR**

### **ABOUT**

- The Communications Director is an executive-level leadership position responsible for the strategic oversight and management of all communications functions for the Office of the Minority Leader. This role requires demonstrated experience leading, supervising, and evaluating a team of five or more communications professionals. The Communications Director develops and executes comprehensive, high-impact communication strategies; serves as a trusted strategic advisor to senior executives; and provides executive direction to a multidisciplinary communications team. This position plays a pivotal role in shaping the organization's public narrative, overseeing media relations, and ensuring clear, consistent, and effective communication with internal and external stakeholders.

### **RESPONSIBILITIES & DUTIES**

- Provide executive leadership to a team of communications professionals, offering strategic direction, mentorship, and support to ensure high performance and continued professional growth.
- 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.
- 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**

- Extensive experience leading, supervising, and evaluating a team of five or more communications professionals
- 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)**