

Communications Director

Role: Communications Director

Reporting to: President/CEO

Job Location: TBD

Full-time, Commission

Communications directors manage the company's public image, acting as a representative to the public. The communications director also works cross-functionally with a number of departments within the company, so excellent communication skills are mandatory.

Communications Director Job Description Template

Elite Change Inc. is seeking political consulting talent willing to build a clientele in the Democratic / Progressive market (campaigns, trade associations, and ballot initiatives) and who has the ambition to be a political strategist in a successful, employee-owned political consulting firm.

Our ideal candidate is likely recently graduated from college or currently employed in their first job, but eager for new opportunities for professional, business, and leadership growth. You would enter the firm as a Communications Director, working alongside the current Managing Partner, and with the opportunity to become a Senior Partner within 24 months. Salary, commissions, bonuses, and benefits are all competitive and subject to negotiation based on circumstances of the hiring, acquisition or merger.

The successful candidate will have a Bachelor or higher degree in Journalism, Marketing, Communications, or a related field, with experience in handling both internal and external communications. You will have proven leadership abilities and exceptional interpersonal and communication skills. You should be a fast-thinker, able to quickly make decisions and calmly solve problems. An understanding of marketing channels and content creation would be an asset.

Communications Director Responsibilities:

- Publicly represent the company
- Manage the company's reputation and brand
- Write and deliver press releases
- Launch marketing campaigns
- Handle all public communication
- Oversee all social media interactions
- Develop strong relationships with members of media
- Set up interviews between company reps and the media for radio, tv, or internet
- Recruit, hire, and train PR staff

- Create content that is optimized for search engines
- Analyze key messages
- Oversee all content production
- Develop internal publications (newsletters, email announcements, special projects)
- Increase media opportunities
- Develop branding initiatives that improve business reputation
- Develop communication strategies
- Actively seek opportunities to increase brand awareness and company reputation
- Lead the communications department
- Mentor key communications personnel
- Analyze audience segmentation
- Oversee all media communication
- Give interviews on behalf of our company
- Attend meetings on behalf of our company
- Write speeches
- Coordinate website updates and maintenance
- Promote newsworthy topics and stories to position the company as a thought leader

Communications Director Requirements:

- Bachelor's degree of higher in Business Administration, Marketing, Law, English, Communications, Information Technology, Journalism, Public Relations, International Relations, Psychology, or any other related field.
- Strong written and verbal communication skills.
- Strong presentation skills.
- Excellent public speaking skills.
- Proven leadership abilities over a large team.
- Excellent writing and grammar.
- Analytical abilities.
- Familiarity with digital channels and strategies.
- Proven ability in using social media channels to deliver marketing material.
- Familiarity with new and emerging technologies related to content delivery.
- Excellent creative problem solving skills.

ABOUT ELITE CHANGE INC.

At Elite Change Inc., we hire great people and are building a high-performing team and dynamic company culture around a shared vision and values.

You should read [About Elite Change Inc.](#) before applying.