

Greater Memphis Chamber Position Description

Job Title: Director, Communications
Department: Communications
Reports to: SVP, Stakeholder Relations & Communications
FLSA Status: Exempt

PURPOSE:

The Director of Communications communicates the Chamber's mission through public relations, media relations, and marketing and design; and participates in the development of the Chamber's plans and programs as a strategic partner.

ESSENTIAL FUNCTIONS:

- Develop & execute media relations policy.
- Initiate, develop, and maintain local and national media & public contacts for disseminating information.
- Direct the production of printed and electronic publications. Write materials and direct the layout of informational materials such as newsletters, e-newsletters, and printed publications.
- Research materials for and write speeches and position papers (editorials/letters) for company officials.
- Arrange interviews for and regularly brief executive team on sensitive and/or sometimes controversial issues; recommend public relations course of action in crises and in routine public relations situations.
- Coordinate ceremonies, press conferences, and other events or special projects.
- Oversee company use of contracted design and public relations.
- Manage the Chamber-related advertising, public relations, and promotional budget by writing the narrative, projecting costs, determining necessary adjustments, and reviewing expenditures.
- Works closely with the Graphic Designer.

OTHER FUNCTIONS:

- Assist departments with special events (Board Meetings, Leadership Luncheons, Breakfast Forums, etc.); prepare agenda, organize flow of event from start to finish, arrange seating of head table, etc.
- Take photos at special events and meetings.
- Assist with PowerPoint presentations.
- Serve as a consultant with members regarding their communication needs at least once a month.

- Serve as a liaison for other departments for disseminating internal communications from Executive Department.
- Perform other duties as assigned.

REQUIREMENTS:

- Bachelor's degree in English, Public Relations, Communications, Political Science, or related field with seven years work-related experience; or Master's degree in same areas with five years work-related experience.
- Two years experience with desktop publishing.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge and skill in desktop publishing skills preferred. Knowledge of the following programs: Adobe Creative Suite (including Illustrator, PhotoShop, InDesign, and Acrobat); PowerPoint; and Canva.
- Ability to write clearly and communicate effectively both orally and in writing.
- Attention to detail in written communication; error-free spelling and grammar.
- Ability to work under deadline pressure and extra hours if needed on assignments.
- Ability to interact with local and national members of the media on a daily basis; ability to interact with elite members of the business community and elected officials as needed.
- Ability to interact with other staff members to assure that the mission of the organization is adequately portrayed.
- Good judgment and strong decision-making skills.
- Skill in prioritizing multiple tasks.
- Outstanding interpersonal skills; team player; ability to positively respond to feedback and constructive criticism of work on a daily basis.

ENVIRONMENTAL REQUIREMENTS:

- Most work is conducted in typical indoor office environment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- frequently required to sit, talk, and hear;
- occasionally required to walk;
- regularly uses hands and fingers to feel, handle, or operate objects, tools, or controls;
- constantly reaches with hands and arms;

- occasionally lifts and/or moves up to 30 pounds;
- regularly uses close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

This job description reflects management’s assignment of essential functions; it was not meant to be all-inclusive of the tasks that may be assigned.

PRINT NAME

SIGN NAME & DATE