

## **COMMUNICATIONS DIRECTOR**

### **JOB DESCRIPTION:**

The Tucson Metro Chamber is a membership-based business advocacy and community development organization whose mission is to champion an environment where business thrives, and our community prospers. The Chamber is seeking a dynamic, creative and detail-oriented individual for the position of Communications Director.

The ideal candidate will have experience in a wide variety of programs including, but not limited to, website content development/maintenance, digital marketing, collateral/advertising development including copy and design coordination, e-newsletters, publications/special reports, sponsorship coordination, displays, videos, social media, database maintenance, technical subscriptions, CRM/management systems and other similar background.

### **RESPONSIBILITIES:**

Responsible for planning, development and implementation of the organization's marketing strategies, communications and public relations activities, both external and internal. Oversees development and implementation of support materials and services in marketing, communications and public relations including, but not limited to: email marketing; specialty publications; media relations and negotiating media support; social media management; and maintaining organization's website, including content and layout. Directs the efforts of the marketing, communications and public relations staff and coordinates at the strategic and tactical levels with the other functions of the organization. Supports and participates in strategic initiatives and performs other duties as assigned.

### **PRIMARY RELATIONSHIPS:**

The position reports to the President & CEO and serves as a member of the senior management team. The Communications Director will assist in charting the direction of the organization, assuring its accountability to all constituencies, and ensuring its effective operation. Within the organization, the position has primary working relationships with the President & CEO, senior management team, Chamber members, Board Chair and supervises/manages staff of the Marketing/Communications/PR function. Outside the organization, the position manages relationships with service providers, and coordinates, primarily, with the media.

### **SKILLS & ABILITIES REQUIRED:**

- Demonstrated skills, knowledge and experience in the development and execution of marketing, communications and public relations activities.
- Strong creative, strategic, analytical, organizational and personal sales skills.
- Excellent oral and written communications skills. Ability to clearly and objectively articulate the aims and activities of the Chamber in spoken and written forms of communication.



- Ability to manage multiple projects at a time with high attention to detail and superb accuracy and meet project deadlines.
- Ability to work independently with minimal supervision; exercise initiative, judgment and problem-solving skills to set priorities and make decisions based on solid analysis and interpretation.
- Experience developing and managing budgets, and hiring, training, developing, supervising and appraising personnel.
- Demonstrated successful experience writing press releases, making presentations, copywriting and negotiating with media.
- Experience overseeing the design and production of print materials and publications.
- Computer literacy in word processing, Constant Contact, websites and social media. Adobe Creative Suite a plus.
- Commitment to working with shared leadership and in cross-functional teams. Well-developed interpersonal skills with ability to effectively, interact and collaborate with people of diverse backgrounds and interests.
- Ability to foster the Chamber's values of integrity, credibility and commitment to the mission of the Tucson Metro Chamber

### **QUALIFICATIONS:**

Minimum 5 years of experience in marketing, communications or public relations with demonstrated success, preferably in the not-for-profit or association sector. Bachelor's degree in journalism, marketing, or public relations preferred. Graduate degree in a related field is desirable.

### **COMPENSATION:**

Full-Time, Salary, Exempt, DOE. The Tucson Metro Chamber also offers a robust benefit program after 90 days including Medical, Dental, Vision, Short Term Disability, Long Term Disability and Life Insurances. 401K with company match also offered.

### **HOW TO APPLY:**

Please send your resume, cover letter and list of three references to [resumes@tucsonchamber.org](mailto:resumes@tucsonchamber.org). No phone calls will be accepted, and incomplete applications will not be reviewed. Position open until filled.

### **FURTHER INFORMATION**

The Tucson Metro Chamber maintains a policy of nondiscrimination with regard to all employees and applicants for employment. No aspect of employment at the Chamber will be influenced in any manner by race, color, religion, sex, age, national origin, disability, genetic information, veteran status or past, present, or future application for or membership in a Uniformed Service or any other classification protected by applicable federal, state or local law. All decisions made with respect to recruiting, hiring and promotions for all job classifications will be made solely on the basis of individual qualifications related to the requirements of the position and the needs of the Chamber.



The Tucson Metro Chamber is committed to maintaining a drug-free workplace to maintain safe, healthy, and efficient operations, and to protect the safety and security of the employees, facilities and property of the Chamber. As such, the results of a pre-employment drug test may weigh on being hired or retained as an employee of the Tucson Metro Chamber.

Find out more at - <http://tucsonchamber.org>.