

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Director of Communications
Salary:	Commensurate with Experience
Bureau/Division:	Executive/Press
Period:	April 5, 2018 - Until Filled

JOB DESCRIPTION

The New York City Comptroller's Office is seeking a Director of Communications to lead an energetic and collaborative team that drives and articulates the Comptroller's progressive agenda, and communicates the work of the office to the press and public alike. As a member of the senior staff with direct access to the Comptroller, the Communications Director is responsible for developing all external communications and overseeing all interactions with media and press in collaboration with other Unit heads. The Comptroller's Office -- as one of only three citywide elected offices -- has a unique platform for advancing change in the nation's largest city by leveraging its budget, policy, audit, corporate governance and other charter-mandated functions, and it is the job of the Communications Director to highlight this important work through speeches, press conferences, social media and other strategies.

Candidates are expected to be seasoned communications, public relations or journalism professionals who thrive in a fast-paced, deadline-driven environment, enjoy managing a team, and have a deep expertise in New York City media, press relations, public policy and government.

The Communications Director's major responsibilities include but are not limited to:

- Creating, implementing and overseeing a comprehensive communications strategy to achieve the goals of the Comptroller's Office and reach a wide range of stakeholders;
- Managing the day-to-day operations of the communications unit including supervising a staff of seasoned press officers, speech writers and social media strategists to ensure efficient coordination and execution of goals;
- Serving as lead advisor to the Comptroller on communications; acting as a member of the Comptroller's executive team and helping to drive the programs, initiatives and activities of the Office;
- Writing and editing press releases, speeches, newsletters, talking points and memos, and managing others doing the same;
- Building relationships with and overseeing outreach to print, broadcast, radio and online journalists;
- Regularly pitching story ideas to media, including financial press, mainstream outlets and neighborhood-based media in all five boroughs;
- Closely monitoring coverage of City, State and National issues relevant to the Comptroller's Office to formulate positions and address daily media inquiries;
- Organizing and overseeing press conferences and preparing supporting materials including press releases and press advisories;

- Utilizing the latest digital communications tools, including social media, video and other multi-media platforms to enhance the strength and consistency of the Office's narrative;
- Working with other Bureaus to initiate or assist in drafting, reviewing and disseminating written external communications, including but not limited to brochures, newsletters and reports, while ensuring proper framing and messaging of complex and technical policy issues; and,
- Performing other related assignments and duties as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A BA/BS degree from an accredited college in English, journalism, public relations or closely related field, and eight (8) or more years of full-time progressively responsible experience in public relations, journalism, speechwriting or advertising or related fields; at least two (2) years of this experience must be in an executive, consultative, managerial or supervisory capacity supervising professional communications staff; **or**
 2. A satisfactory equivalent of education and experience described in "1" above.
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PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Demonstrated skill and affinity for writing about a wide range of public policy issues as well as the ability to tailor often complex messages to diverse audiences;
 - Demonstrated ability managing and inspiring a high performing team of professionals;
 - Familiarity with urban policy and experience with government programs, policies and data analysis, most specifically those of New York City;
 - Superior analytical skills and oral and written communication skills;
 - Established relationships with the print and broadcast media covering New York City government and the skill to establish and cultivate new relationships with the press corps;
 - Experience working for an elected official or government agency is highly desired.
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TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply. We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: April 5, 2018	POST UNTIL: Until Filled	JVN: 015/018/065
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The NYC Comptroller's Office is an Equal Opportunity Employer