

Meadville Lombard Theological School Director of Communications

Meadville Lombard Theological School, located in the City of Chicago South Loop, is currently seeking a full-time Director of Communications.

Reporting directly to the President, the Director of Communications is a full time 12 month exempt position and serves as a member of the Management Team. The Director functions as the individual responsible for carrying out the full range of communication tasks including coordinating creation of all print, online and other media communications for Meadville Lombard Theological School. As such s/he develops strategies for external and internal communications, facilitates/coordinates communication efforts by faculty and staff, and serves as a communications resource to faculty and staff.

While the position does not have direct reports, the position has primary working relationships with the Provost, the Director of Student Services, and the Senior Consultant for Development and Alumni/ae Relations, supporting the work of all departments.

Responsibilities of this position include but are not limited to:

- Serves as strategic advisor to the President and other senior leaders of ML on communications, public relations, publications, web design and marketing.
- Develops and articulates, with input of faculty, staff, and students, a clear and consistent message about Meadville Lombard's mission and educational programs.
- Formulates a strategic communications plan marketing Meadville Lombard to internal and external audiences, with priorities for deployment of new and existing resources to present and fortifies a coherent and consistent message about Meadville Lombard's unique strengths in all media and publications.
- Defines Meadville Lombard's graphic identity to create a consistent look for all communications.
- Works collaboratively as a source of expertise and service to colleagues in Student Services (including Recruitment), Development and Alumni/ae Relations, Faculty and other offices as they develop and implement outreach, communications, and marketing strategies and plans.
- Oversees production of all Meadville Lombard communications.
 - Coordinates and reviews content for the Meadville Lombard website; assesses effectiveness of design through its implementation phase.
 - Works in collaboration with various groups and departments to develop and publishes Meadville Lombard internal and external print and electronic communication pieces.
 - Serves as Meadville Lombard's primary liaison on community relation activities.
 - Promotes and facilitates public relations and media coverage; serves as chief liaison to the media and maintains strong relationships with leading media organizations.
- Serves as senior advisor on how to assess, monitor, manage and respond to issues that put Meadville Lombard in the public eye.
- Works with outside vendors on publication and marketing, as needed.

- Plans and coordinates Meadville Lombard presence at the UUA annual General Assembly.
- Produces promotional videos and photographic shoots with input from Development and/or Student Services, as appropriate.
- Develops and manages the budget for communications, insuring that projects are completed within budget and invoices are paid in a timely manner.
- Provides tech support to faculty and staff as they prepare electronic lessons and educational materials.

Job Qualifications:

- Requires demonstrated superior strategic and tactical communications and marketing skills, and a record of accomplishment in applying them in an academic, nonprofit, or knowledge-based organization.
- Facility with internet applications, social media and familiarity with other emerging communication innovations and a willingness to learn new applications.
- Requires proficiency in both verbal and written communication with strong English and grammar skills.
- Strong proficiency with MS Office, as well as Photoshop, Illustrator, and layout software such as Microsoft Publisher is essential.
- Experience in dealing effectively with local, national, and international media organizations.
- Demonstrated experience in creating and managing website content.
- Ability to communicate effectively about Unitarian Universalism and theological education.
- A track record of successful project and budget management including experience in directing and managing multiple projects simultaneously.
- Experience supervising outside vendors (i.e. designers, printers, consultants).
- Demonstrated facility with issues and crisis management, market positioning and competitive analysis.
- Demonstrated leadership and interpersonal skills with a strong track record of building consensus and exhibiting collaborative work style.

Bachelor's degree required; advanced degree a plus. Candidates will be evaluated based upon education and experience.

Preference will be given to candidates who have experience in a related administrative position, preferably in a higher education environment and who have knowledge of Unitarian Universalist theology, culture and practices.

The successful applicant will be well organized, have a professional demeanor and presence, positive attitude, strong work ethic, outstanding attendance and punctuality, inter-personal skills and be a self-starter. This position requires someone who will exercise a high level of discretion; have the ability to deal with diverse groups of individuals and situations with a high degree of tact and good judgment. Ability to function as a team player in a fast-paced culture along with a sense of humor and a good deal of enthusiasm are essential.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Meadville Lombard Theological School is an Equal Opportunity Employer and values diversity in the work place.

Interested applicants should submit a cover letter, resume and contact information for three professional references via email.

Send application materials to:

Deborah Bieber, Vice President, Finance and Administration
Meadville Lombard Theological School
dbieber@meadville.edu

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Open until filled; apply by **February 6, 2012** for assured consideration.

We thank all applicants in advance for their interest, however, only those candidates selected for an interview will be contacted.