

Director of Institutional Communications

Exempt (Pay Grade 15: \$79,044 - \$120,144)

Minimum Education/Experience

- Master's degree in relevant field
- 8 years relevant experience (including 5 years managerial experience)

Areas of Responsibility	Complexity	Impact of Decisions
Scope of Work	<ul style="list-style-type: none">• Conceptualizes, implements, and supports strategies and activities, establishing parameters in the coordination of institution-wide communication and information service efforts to articulate institutional vision for internal and external audiences.• Normally receives general directions on planning and carrying out new assignments.• Anticipates opportunities for networking and collaboration within and beyond the institution.	<ul style="list-style-type: none">• Decisions significantly impact the progress and quality of communication with institutional audiences.
Budget/Financial accountability	<ul style="list-style-type: none">• Serves as budget authority for institutional communications and information services.• Participates in institutional spending decisions.	<ul style="list-style-type: none">• Decisions significantly impact the cost effectiveness of institutional communications.
Institutional resources and relationships	<ul style="list-style-type: none">• Serves as a spokesperson with respect to institutional communications and information services.• Develops and maintains institutional relations with key audiences.• Participates in the development of new streams of revenue.	<ul style="list-style-type: none">• Decisions significantly impact the institution's image and relationship to funding agents and clients.
Staff leadership	<ul style="list-style-type: none">• Leads and coordinates the activities of teams of exempt and non-exempt staff.• Provides leadership, mentoring, coaching, and assessment for team(s) of exempt and non-exempt staff.• Provides mentoring and coaching to colleagues across the institution.	<ul style="list-style-type: none">• Decisions significantly impact the quality and productivity of the work environment.