



Deputy Director of Communications & Director of Stakeholder Engagement

Temporary Assignment

Statement of Duties

The Deputy Director of Communications and Marketing will work closely with and report to the Director of Communications: developing and maintaining the organizational brand; manage the production of all external materials and publications; develop and pitch story ideas; and serve as organizational and project spokesperson to the media and the public.

This is a temporary position lasting approximately 3 months. Candidate will not be eligible for corporate benefits.

Essential Functions

- Ability to work in a deadline driven, fast paced environment
- Create overarching organizational media strategy
- Develop and pitch story ideas on a variety of topics
- Help coordinate Commerce Corporation agency outreach to stakeholder groups in commerce-related areas and Rhode Island community
- Produce daily and weekly reports on media activity and analytics to relevant stakeholders
- Work with public information officers from other government agencies and quasi-public institutions to coordinate message calendars, media activity, social media amplification, and media requests
- Overseeing content and calendar for email newsletters, Web sites, blog, Facebook, and Twitter accounts for both tourism and business attraction
- Field incoming media inquiries and assemble relevant background materials
- Produce talking points and statements for dissemination to media and public
- Write, distribute, and follow up on press releases and event calendar listings
- Staff Commerce Corporation executives and handle media during events and public programs
- Cultivate and build relationships with members of the media
- Follow appropriate protocols and respond to public records requests from the media and public
- Oversee ongoing market research and data analysis initiatives

Key Competencies

- **Intelligence:** The ability to acquire understanding and absorb information rapidly. A quick study.
- **Resourcefulness:** Passionately finds ways over, around, or through barriers to success. Achieves results despite lack of resources. Goes beyond the call of duty. Shows bias for action. A results-oriented "doer."
- **Written Communications:** Writes clear, precise, well-organized documents using appropriate vocabulary, grammar, and word usage.
- **Goal Setting:** Sets fair stretch goals for self and others. Encourages individual initiative.
- **Ambition:** Desires to grow in responsibility and authority.
- **Strategic thinking:** Understands the media landscape. The ability to look at the whole picture and understand the impact of each critical piece.

Professional Qualification & Preferred Skills

- Graduation from a 4-year college or university in a related field (preferred).
- Previous experience in managing public relations/communications/media relations preferably in a non-profit environment.
- Impeccable attention to detail.
- Ability to complete tasks in an accurate, efficient, and timely manner.
- Demonstrates excellent communication, writing, and interpersonal skills.
- Strong, collaborative team builder.
- Ability to work independently, but with a team focus.

To be considered for this position, candidates must submit a cover letter along with a professional resume, preferably via e-mail, to:

Rhode Island Commerce Corporation
job.opportunities@commerceri.com

The Rhode Island Commerce Corporation (the "Corporation") is an Equal Opportunity Employer. The Corporation does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law. All employment is decided on the basis of qualifications, merit, and business need. The Corporation will not tolerate discrimination or harassment based on any of these characteristics.