

Director of Communications, Harvard University

Massachusetts, United States

Duties & Responsibilities

The Institute of Politics (IOP) at the Harvard Kennedy School has a proud history as the first institution of its kind with a mission to inspire students, particularly undergraduates, to become leaders in politics and public service. Established in 1966 as a living memorial to President John F. Kennedy, the IOP seeks to bring students together with academics, politicians, activists, and policymakers on a nonpartisan basis to inspire them toward politics and public service.

Through its fifteen programs, the IOP engages with students in a variety of ways, including weekly study groups led by Residential Fellows, civics education programs for local elementary and middle school students, formal and informal discussions on intersection of politics with gender, race, and ethnicity, opportunities to pose questions to prominent political leaders in the JFK Jr. Forum, and the crafting of the nation's leading millennial poll. To find out more about the IOP, visit iop.harvard.edu.

As a member of the senior IOP team, the Director of Communications reports to the IOP's Executive Director and will work closely with the Director. He or she will develop a broad communications strategy for the Institute as a whole and for its individual programs, initiatives, and events. The Director of Communications will also work closely with student leadership to craft communications strategies for their IOP priorities and develop innovative communications methods to define the Institute's public presence. The Director of Communications works in partnership with HKS Office of Communications and Public Affairs and the University's Office of Public Affairs and Communications.

Together with a small team, the Director of Communications will establish and maintain productive relationships with local and national media; oversee website content and online presence, including digital content, social media outreach, and videos that bring IOP programming to a broader audience; manage creation of published materials including bi-annual newsletter, weekly email, brochures and other printed and digital materials; serve as a spokesperson for the IOP; and work closely with the Director of Finance and Operations to develop and administer an IOP-wide communications budget.

Examples of the Director of Communications' responsibilities are: working with the IOP Polling Director to connect with various media outlets to publicize the semesterly millennial poll results; crafting press strategies to advance Forums and other large-scale events, including press releases/media advisories; overseeing the design of graphics and video content for IOP social media channels and the IOP website; conducting social media trainings for students; and working with students to publish blog posts on national media channels.

Additional Information

Harvard University requires pre-employment reference and background checks. Harvard University is committed to supporting a healthy, sustainable learning and working environment.

Basic Qualifications

Bachelor's degree and seven years of experience in the national communications arena; a proven record in developing digital and social media strategies for corporate and/or non-profit entities; management experience.

Additional Qualifications

Ideal candidates will also possess an advanced degree in a relevant field; experience in higher education and in campaigns or public service; be a “self-starter” who proactively anticipates organizational needs including the ability to meet external and internal deadlines as required; the ability and drive to work across an organization at all levels to ensure clear and unified goals and communication; and an ability to interact and influence diverse people to meet goals and deadlines, build and manage teams, and work collaboratively with senior leadership, colleagues, students, volunteers, and the broader Harvard community. Excellent oral and written communications skills to ensure the effective delivery of the Institute's vision, mission, and brand; proficiency with social media platforms and web tools; an eye for strong graphic design and visual branding; strong media relationships; and a passion for public service and politics.

The IOP is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.

Apply Here: <http://www.Click2Apply.net/c2swv3b3h7zz5jf7>

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