POSITION TITLE: Communications Director

REPORTS TO: President

POSITION SUMMARY:
Reporting to the President, the Communications Director is responsible for planning and implementing relations activities that promote SURA’s leadership in establishing and enabling world-leading scientific and technical programs. This will be conducted in coordination with the SURA leadership, and the partner organizations, to increase SURA’s visibility as a regional organization with international impact. The Communications Director is responsible for preparing formal corporate information, publications, documents, and the dissemination of this information through various media, including the SURA website, regional, national and international media outlets, as well as social media platforms. Full COVID-19 vaccination is required. Accommodations due to medical or religious reasons will be accepted.

MAJOR RESPONSIBILITIES:
- Retrieves annual business plan and budget for marketing and communication to include partnering with SURA’s subsidiary organizations and coordinating with SURA’s government relations consultants in accordance with the corporate relations policy.
- Develops opportunites for the SURA leadership to address audiences representing member universities, scientific organizations, and regional/national organizations of importance to SURA for maintaining a high level of visibility.
- Works closely with the SURA leadership to develop and articulate a comprehensive and integrated communications and external relations strategy, the goal of which is to enhance SURA’s public profile with regard to its program activities and to increase awareness and support of SURA’s mission and activities.
- Prepares and oversees the preparation of SURA’s formal publications and documents (annual reports, brochures, newsletters, etc.), and the dissemination of this information through various media, including the SURA website. Provides oversight to SURA consultants engaged in media, public relations, and web site management.
- Serves as the staff liaison to the SURA Development and Relations Committee, supporting the Committee in its role and responsibilities as determined by the SURA Board of Trustees.
- Works to assist the President in preparing regular communications to key stakeholders.
- Determines SURA’s web presence and related requirements, engage a web contractor to meet those requirements, oversee web updates that can be handled internally, and interface with server provider.
- Performs other duties and assumes other responsibilities as assigned in support of SURA’s goals, objectives, and programmatic needs.
WORKING RELATIONSHIPS:
- President: plan and provide support for external/internal communications and relations activities.
- Chief Financial Officer, Chief Governance Officer & Principal Deputy, Directors, Managers, and Coordinators: work closely to determine corporate support requirements for special projects and program areas.
- SURA and JSA Boards: provide communications advice and support.
- SURA Federal Government Relations Consultants: plan/discuss status of activities for SURA and JLab funding on Capitol Hill in various committee stages.
- VA State Government Relations Consultant: plan/discuss status of activities for SURA and JLab funding in state assembly, and Lab visit requests for state legislators.

DECISION-MAKING AUTHORITY:
Works within generally defined objectives with latitude to develop plans, procedures and processes to achieve objectives. Decisions are proactive and have strategic impact.

Types of decisions made within the scope of this position:
- Develop annual marketing and communications plans within specified budget.
- Respond to Program Directors, Managers, and Coordinators to meet their communications and relations requirements.
- In conjunction with President, develop and implement appropriate internal and external communication strategies.

Types of decisions referred to others:
- President: Press release quotes and communications with Board of Trustees.

EDUCATION:
- Applicable undergraduate degree (political science, public administration, journalism, communications, or related field) and specialized training and experience.

TYPE AND AMOUNT OF SKILLS AND EXPERIENCE:
- At least eight years of progressively responsible experience in related positions with the government, an R&D organization, academy (university-level), or non-profit organizations.
- Good working knowledge of federal and state government (executive and legislative branches) processes and science policies and programs.
- Familiarity with education and science associations with interest and involvement in higher education and academic research.
- Excellent communication skills, articulate clearly both with the written and spoken word, with the ability to understand and interact with a diverse community.
- Sound analytical, problem solving, interface, decision-making, negotiation, resource management, leadership, and mediation abilities.

- A high degree of political sensitivity, diplomacy, tact, and innate good judgment in interpersonal relations.

- Familiarity with the various science programs currently engaged in by SURA.

- Computer proficiency with word processing applications.

- Experience maintaining website content.

Visit www.sura.org to learn more about SURA.

*SURA is an Equal Opportunity Employer, which includes providing equal opportunity for protected veterans and individuals with disabilities.*