



Job Announcement

Communications Manager Full-Time, Regular Position

**Pay Grade Range: \$55,927 - \$78,355
Hiring Range: \$55,927 - \$67,141 DOE
Competitive Benefit Package**

Review of Applications Begins October 2, 2019

Capital City Development Corporation, CCDC, is Boise's redevelopment agency and also operates the ParkBOI parking system. We are recruiting for a qualified, dedicated professional who is interested in the challenge of managing strategic public communications and project specific public engagement to help implement Boise's revitalization goals in its five urban renewal districts. CCDC is a transparent, highly visible, public organization governed by a seven-member Board of Commissioners.

General Position Description

The Communications Manager is responsible for communicating CCDC's mission, purpose, contributions, current activities and news through the Agency's diverse platform of communication channels to a wide range of audiences. The Communications Manager delivers cohesive and effective public communications to improve public awareness and conducts public engagement initiatives to help projects go smoothly and realize impactful results.

The Communications Manager position is team-orientated and requires close collaboration with Agency Staff and third-party consultants on a wide spectrum of projects and initiatives. This position is responsible for conducting positive, professional, and friendly interactions with the public, property owners, business owners/tenants, neighborhood associations, interested non-profit organizations, private developers and intergovernmental partners.

This position manages the Agency's communications channels which include: public relations, digital marketing, news and media, social media, Agency websites, Agency Board packets and reports, open houses, public events, and various professional publications. The Communications Manager is responsible for determining what mediums, methods and approaches are used and is responsible for coalescing technical data, case studies, graphics, maps, and plans into non-technical key messaging. This work sometimes involves procuring and managing consultants and design professionals to create maps, brochures, mailers, social media content, video and animations, web-based information, and press releases. The role requires direct communications with individuals, as well as public presentations to groups.

Primary Job Responsibilities

Overview:

- Ensure consistent and effective messaging across multiple platforms
- Convey technical information to non-technical audiences
- Work collaboratively with CCDC Directors and Project Managers in developing and conducting public engagement initiatives and Agency-wide public communications through the various channels
- Work with communication consultants, graphic designers, and web designers to develop messaging, tactics, and materials
- Write, edit, design and create written and visual materials, web site content, and professional presentations
- Represent the Agency in public venues such as the news and media and open houses

Agency-wide Communication (50%)

- Work with communication consultants to develop key messaging and core concepts to improve public awareness
- Develop, implement and manage communication plans for Agency-wide initiatives
- Manage CCDC's websites content and navigation
- Manage, edit and create CCDC social media content
- Work with design consultants to develop visual communication materials
- Manage, delegate and track media inquiries with oversight from CCDC Directors

Project Specific Public Engagement (50%)

- Develop and manage public engagement plans for CCDC projects and partnerships in coordination with CCDC Project Managers and public engagement consultants
- Produce public engagement content for various communication channels (website, written materials, presentations)
- Administer public surveys, analyze results, and prepare summary reports
- Arrange public meetings including orchestrating invitations, securing locations, room arrangements and audio visual equipment
- Work with CCDC Project Managers and graphic designers to create print media and digital media for use in various communication channels

Minimum Qualifications

- Bachelor's Degree in Communications, Marketing, Public Relations; and
- Four (4) years' of experience in community/public relations, marketing/advertising, or community development in an urban setting interacting with the public on complex projects; and
- Experience managing public communications for a public or private organization;
- Experience preparing or managing the preparation of digital or print publications that included creation of maps and graphics, as well as document layout following professional graphic design standards. Proficiency with Adobe Creative Suite software desired; or,
- Any combination of experience and training that provides the equivalent scope of knowledge, skill and technical ability to properly perform the work as described.

An offer of employment may be subject to background and reference checks.

Interested individuals should submit a cover letter and resume to Capital City Development Corporation at 121 N. 9th. St., Suite 501, Boise, ID 83702 or submit electronically to info@ccdcb Boise.com. More information about CCDC and this position can be found at <https://ccdcb Boise.com/the-agency/careers/>