



Chicago Metropolitan Agency for Planning

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CMAP Executive Deputy Executive Director for Communications and Outreach December 11, 2018

Organization:	Chicago Metropolitan Agency for Planning
Job Category:	Deputy Executive Director for Communications and Outreach– Executive
Experience Required:	10+ years
Salary Range:	\$125,000 – \$154,963

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire one full-time Deputy Executive Director for Communications and Outreach. Compensation will be commensurate with qualifications and experience.

The Chicago Metropolitan Agency for Planning (CMAP) is our region's comprehensive planning organization and federally designated Metropolitan Planning Organization (MPO). The agency and its partners developed and are now implementing ON TO 2050, a new long-range plan to help the seven counties and 284 communities of northeastern Illinois implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See www.cmap.illinois.gov for more information.

Position Description

CMAP seeks a Deputy Executive Director (DED) for Communications and Outreach to manage a department of more than 10 diverse staff and to strategically guide the agency's public-facing activities and content. The incumbent leads publications management, media relations, website development/administration, graphic design, and external engagement activities, including public events.

As a member of CMAP's executive management team, this person will work closely with the CMAP Executive Director, Chief of Staff, and Deputy Executive Directors, on overall strategic initiatives, allocation of resources, implementation of the ON TO 2050 plan, compliance with federal transportation planning requirements, and short- and long-term priorities for the Communications and Outreach team.

Responsibilities

The DED for Communications and Outreach will participate with fellow executives in providing leadership to develop CMAP's strategic priorities, plans, and initiatives and collaboratively implement those strategic objectives through the Agency's annual work plan and other programs. The DED for Communications and Outreach will also provide leadership and direction to a highly talented, dynamic workforce and manage projects with outside

contractors. The DED for Communication and Outreach must be detail oriented to maintain the highest standards of accuracy for all CMAP content.

Specifically, the position would:

- Manage the CMAP Communications and Outreach program, including staff skilled in all forms of engaging the public, such as identifying and targeting audiences through effective writing/editing, media relations, organization and execution of public meetings, graphic design, web administration, and more.
- Develop and manage departmental work plan and budget (including consultant and professional services contracts) of more than \$2 million, not including salaries.
- Develops department budget based on annual work plans, including personnel, commodities, operating expenses, contractual and professional services, conferences, training and travel. Identifies critical budget needs, develops business case for budget, and prepares cost estimates to support budget appropriation. Manages department and project budgets to ensure appropriate expenditures for timely completed work and services rendered.
- As a member of CMAP's executive management team, establish and implement the agency's strategic priorities, remaining accountable for performance expectations.
- Proactively and strategically promote CMAP, its brand and products to external audiences and maintain positive relationships with outside stakeholders, including reporters, partners, and other communications professionals.
- Present regularly to the CMAP Board and committees on matters central to Communications and Outreach.
- Present CMAP Communications and Outreach work publicly in front of groups whose perspectives are highly diverse and often challenging.
- Provide quarterly reports for core programs and status briefings for the Executive Director, senior management, and the CMAP Board as needed.
- Work cooperatively with other internal departments, including the IT, Finance and Administration departments, to help support and promote agency programs.

Skills

- Demonstrated command of the full practice of communications and outreach, including public information, public relations and public affairs.
- Ability to prepare and effectively communicate technical information to external and internal audiences orally, in writing, and in presentations, including complex concepts

and topics, such as urban planning, housing, transportation, and environmental policy on local, State, and Federal levels.

- Ability to write and edit a variety of documents, such as speeches, talking points, policy papers, data-intensive research papers, and to adapt the writing style appropriately to effectively reach the intended audience.
- Demonstrated knowledge of the process to manage concept-to-completion the development of design-intensive publications, including data-driven infographics for print and web.
- Experience managing daily operations of an extensive public website, including administration, front- and back-end development, and hosting.
- Experience expanding a broad base of partners and stakeholders as described on the agency website, building consensus for regional priorities.
- Demonstrated leadership with strong problem-solving, organizational, and interpersonal skills, including to supervise, evaluate, and mentor staff.
- Ability to manage multiple staff-led and/or consultant-led projects using the agency's project management methodologies and tools to manage project scope and achieve time, budget and deliverable objectives. Manages project personnel, resources, start-up, timeline, budget, deliverables and conditions to ensure timely delivery of quality outcomes; manages project sponsor, stakeholder and partner relationships and coordinates outreach. Manages contracts and may oversee the work of external contractors or consultants.
- Ability to establish and maintain effective working relationships with associates, government officials and staffs, lawmakers, civic and community leaders, partner agencies and organizations, representatives of other public agencies, private sector firms, and the general public.

Qualifications

- A BA / BS in communications, journalism, planning, public administration, public policy, or a directly related field from an accredited university.
- A graduate degree in communications, journalism, public engagement, planning, public administration, policy, or business administration strongly preferred.
- A minimum of 10 years of progressively responsible professional experience, including a minimum of 5 years successful management of staff.
- Highly effective interpersonal skills, including excellence in written communications and verbal presentations.
- Proven competence working with diverse constituencies and stakeholders.

How to Apply

Applicants should apply online at <https://cmap.hyrell.com>. Position will close on January 11, 2019.

The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.