



Position Number: 439366  
Job Code: 501078  
Grade: S13  
FLSA: Exempt

## Chief Communications Officer

*Chicago Public Schools (CPS) has set ambitious goals to ensure that every child – in every school and every neighborhood – has access to a world-class learning experience from birth, resulting in graduation from high school, college and career-ready. Today, Chicago's public schools are considered by many to be a model for successful urban reform. CPS offers an environment that allows growth, encourages innovation, supports teamwork and fosters the belief that all students, given a positive experience, can learn.*

### **JOB SUMMARY**

Reporting to the CEO, the Chief Communications Officer leads CPS's communications for external and internal audiences, including development and execution of a multi-faceted communications and public relations strategy to advance CPS's mission and vision goals. The position is a key member of the Cabinet Leadership Team.

### **MINIMUM QUALIFICATIONS**

- BA required (Comms, journalism, marketing, public admin, or related field).
- Relevant experience working in government, politics or the non-profit/education arena required.
- Demonstrated ability to work effectively with news media as well as experience leading multi-faceted strategic digital, internal and external communications campaigns.
- Minimum of seven (7) years of communications experience at a mid to large-level organization.
- Five (5) years of senior leadership and management experience, including leading large teams. Demonstrated experience with multi-year strategic planning and budgeting.
- Demonstrated experience leading complex change management efforts.
- Documented storytelling experience. Strong understanding of policy and political landscape including how communications can be used to condition the environment and impact policy.

### **ESSENTIAL DUTIES**

- Develop and execute a strategic communications plan that provides proactive, digital, and reactive communications efforts to support and help deliver on CPS's strategic plan.
- Oversee and manage press, digital, internal and external communications teams.
- Oversee and prioritize communications activities to both external and internal audiences in support of key CPS priorities.
- Oversee and direct development of materials aligned with the organization's priorities and agenda, including Board of Education priorities, press releases, fact sheets, reports, website content, social media content, and all other communications as directed by the CEO, Board of Education (BOE), and other members of the CPS leadership team.
- Provide strategic counsel on communications issues to senior leadership, Board of Education, and subject matter experts. Collaborate closely with senior leadership to leverage and maximize message discipline and narrative in support of the CPS's policy goals
- Other duties and responsibilities as assigned by the CEO, CTO, or Board of Education.
- Manage media relations; including working with media for the purpose of
- informing the public of an organization's mission, policies and practices in a positive, consistent and credible manner; coordinating directly with persons responsible for producing the news and features in the mass media; building the critical and necessary organizational relationships with members of the press and media

## **KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS**

- Demonstrated experience as a high-level communications professional in a leadership position. Strong communicator; possess excellent speaking, listening and writing skills. Must be able to present to Executive, Board and City leadership.
- Possesses exemplary leadership qualities, with expertise in leadership improvement, building effective teams, coaching, and ensuring professional growth for all its team members.
- Has a proven track record leading and executing large-scale, sustainable communications campaigns, as well as direct experience running related change management activities.
- Demonstrates a sense of urgency and ability to work expeditiously in a deadline driven environment.
- Understands how to use multiple sources of data to inform strategy.
- Ability to build consensus among diverse stakeholders around a clear vision for serving schools and achieving student success.
- Demonstrates skill in the development and maintenance of effective working relationships with all levels of executive and managerial personnel, various governmental agencies, and other key stakeholders.

## **TERMS OF EMPLOYMENT**

- CPS employees are required to be residents of the City of Chicago within six months of beginning employment, and are required to maintain Chicago residency throughout employment.
- Chicago Public Schools is not currently hiring individuals for this position who now or in the future require sponsorship for employment based non-immigrant and immigrant visas.
- Chicago Public Schools is an EEO/AA Employer. All qualified individuals, including minorities, females, veterans, and individuals with disabilities, are encouraged to apply.