



## **Director of Communications**

### **General Description**

The Massachusetts Pension Reserves Investment Management Board (PRIM) is seeking a Director of Communications to join its team. The Director will be responsible for elevating PRIM's profile, strengthening constituent messaging, and developing and implementing PRIM's strategic communications plan. This role requires exceptional communication skills and experience working closely with the media, government offices and municipalities.

### **Responsibilities and Duties**

The role's responsibilities will include but not limited to:

- Develop the strategic communications plan of the organization
- Implement, monitor and report the strategic communications plan of the organization
- Work in partnership with external communications resources
- Build strong relationships with key constituents and the media
- Oversee the creation and implementation of a new website
- Develop a social media presence for communications to key constituents
- Create and maintain a coordinated communication calendar
- Manage the production and dissemination of all organization communications materials
- Monitor all communications materials for quality, accuracy and timeliness

### **Minimum Qualifications**

- Bachelor's degree and at least 8 years of communication experience including working closely with the media, elected officials and municipalities
- Excellent communication skills; organized, detail-oriented, self-directed, ability to multi-task
- Outstanding writing, editing and proofreading skills with meticulous attention to detail
- Experience managing and maintaining digital platforms
- Experience with crisis management
- Experience managing relationships with external communications resources

It is the policy of the PRIM Board to afford equal employment opportunity to all qualified persons regardless of race, color, religious creed, national origin, ancestry, age, military status, sexual orientation, disability, genetic information, gender identity, gender expression or gender unless based upon a bona fide occupational qualification.

**Interested candidates should submit a cover letter and resume via the link below:**

<https://app.jobvite.com/j?cj=obE79fwP&s=PRIM>