



Communications Director

Summary of Responsibilities and Qualifications

Overview

The Academy of Medicine, Engineering and Science of Texas (TAMEST) was founded in 2004 to provide broader recognition of the state's top achievers in medicine, engineering and science, and to build a stronger identity for Texas as an important destination and center of achievement in these fields. The 240 members include Texas Nobel Laureates and members of the three National Academies (IOM, NAE and NAS).

TAMEST is seeking a senior-level strategic communications professional to partner with the Executive Director and oversee the development, implementation and management of effective communications strategies aligned with the organization's mission.

Responsibilities

Strategic Planning

- Work with the TAMEST Executive Committee, Board of Directors and Executive Director to develop communications strategies and messages to targeted audiences.
- Set communications goals and metrics; formally track and regularly report to the Board on progress and effectiveness.
- Serve as the lead on all communications-related activities, effectively collaborating with internal and external committees, consultants and constituents.
- Develop a strong understanding of the mission and vision of TAMEST, the National Academies, and key constituent groups.

Key Constituent Management

- Work with the Executive Director to prioritize and strengthen relationships with key constituent groups to increase their awareness and understanding of and engagement with the organization and its mission and vision.
- Identify and recommend the most effective tools, frequency and messaging for communicating with target audiences.
- Prioritize resources to establish effective two-way communication with audience segments.
- Develop dependable mechanisms to learn about and share updates about members and affiliates in a timely and effective manner.
- Build and maintain effective communications network with affiliated institutions, organizations and companies.

Oversee Website, Publications and Constituent Database

- Manage ongoing updates to tamest.org, including setting editorial calendar of all features and developing and/or editing content for posting.
- Develop strategy and oversee implementation of key constituent database, including evaluation and selection of technology platform; defining features, structure and reporting capabilities; and building tie-in with website content management.
- Lead development of all printed and online TAMEST publications, including e-newsletters, annual report, event materials, videos and organizational collateral.

Provide Support for TAMEST Forums and Activities

- Develop and implement communication/marketing plans for all TAMEST events and programs, including media outreach, conference presentations and speaker talking points.
- Develop donor relations plan to include meetings, internal and external communications and public relations opportunities.
- Provide additional communications support for other organizational initiatives as needed (i.e., legislative outreach, advocating for critical issues, etc.)
- Serve as staff liaison for TAMEST committees providing oversight to communications efforts, delivering reports, developing meeting agendas, etc.

Skills/Qualifications

- College degree in marketing, journalism, communications, business or related field
- 7-10 years of marketing communications experience, preferably in scientific, technology or academic organizations
- Self-starter with strong leadership and project management skills
- Excellent written and oral communication skills
- Previous management experience, including hiring, performance management and overseeing external contracts
- Demonstrated proficiency working with and communicating to senior executives from academia, government and industry
- Ability to translate top level marketing messages into specific activities that effectively reach key constituents
- Ability and willingness to contribute at both strategic and tactical levels
- Commitment to quality internal and external customer service
- Flexibility and interest in working within a nimble, team-oriented work culture

Compensation

Salary commensurate with relevant experience.

To Apply

Qualified applicants should email cover letter, resume, references and salary requirements to jackie.dobson@trewmarketing.com.

www.tamest.org