



Science in Service
of Cities.

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Job Title: Director of Public Affairs

Reporting To: Executive Director

Who We Are:

In cities across the country, people face high rates of gun violence, under-resourced schools, and social harms associated with the criminal justice system -- all of which disproportionately impact people of color. These inequalities have profound consequences on public safety and opportunity. As a society we have failed to address these challenges, in part, because of our lack of understanding of the most effective and cost-effective solutions that can have a real impact on people's lives. We believe that rigorous research can help.

The University of Chicago Crime Lab and Education Lab partner with cities and communities to use data and rigorous research to design, test, and scale programs and policies that enhance public safety, improve educational outcomes, and advance justice. Our mission is to combine world-class data science and research, in partnership with government agencies, to substantially improve the effectiveness of the public sector and achieve impact at scale.

To learn more about the Crime Lab and Education Lab, visit
<https://urbanlabs.uchicago.edu/labs/crime>.

The Role:

The Director of Public Affairs works with the Executive Director, Faculty Director, and Leadership Team to identify and implement publicly facing opportunities and initiatives to enhance the impact of the Crime Lab's and Education Lab's work. The Director has primary responsibility for the external positioning of the Crime Lab and Education Lab brands, including having key input on messaging, media relations, and engagement of public, non-profit, and other partners, as well as management and implementation of the public affairs plans for the two Labs. The Director leads and manages the Public Affairs team, including internal staff partially and/or fully dedicated to public affairs and communications work as well as any external resources, and is the primary liaison with Harris School of Public Policy and University of Chicago communications, media relations, and civic engagement teams. The

Director of Public Affairs reports to the Executive Director and is a part of the Leadership Team.

Responsibilities:

- Leads the development and implementation of communications plans for the organization, including for major individual projects and overall communications plans for the Crime Lab and the Education Lab.
- Builds and maintains collaborative relationships with the Executive Director and Faculty Director, Research Directors, project teams, and other Labs staff.
- Cultivates and stewards relationships with communications stakeholders, proactively engaging media and other external contacts, and liaising with University of Chicago communications staff.
- Oversees the organizations' response to inquiries from media, potential partners, colleague organizations, and other important figures in the public safety and education landscapes. Grows relationships with key members of the media and communications leads at other public and non-profit partners.
- Manages communications staff and coordinates among Crime Lab and Education Lab teams.
- Identifies significant media and public policy issues that can be leveraged to support the Labs' work and creates and implements plans to leverage them.
- Serves as executive editor for the organization's website and signs off on the publication of internal- and external-facing documents and program descriptions, including project two-pagers, presentation decks, newsletters, and the public affairs calendar. Collaborates with other senior members of the team to execute development events for key Crime Lab and Education Lab partners.
- Works in coordination with COO to ensure alignment in project management and communications between the Crime Lab, Education Lab, and the other Urban Labs.

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- In collaboration with other leadership at the Crime Lab and the Education Lab, facilitates the execution of the strategic plan and initiatives, ensuring that the strategy is communicated effectively to appropriate stakeholders both inside and outside the organization.
- Performs other related work as needed.

Experience:

- 7-10 years of public affairs, communications and/or media relations experience in public policy, political, or non-profit organizations.

Competencies:

- Experience developing, managing, and improving public affairs or communications plans.
- Keen understanding of traditional, digital, and social media outlets and their audiences and reach, and the ability to adapt organizations' key messages to those formats.
- Strong track record of positioning an organization to achieve tangible outcomes in a competitive communications environment.
- Ability to simultaneously manage multiple projects with tight deadlines, including flexibly and quickly responding to unanticipated public affairs and communications issues.
- Superior written and verbal communications skills.
- Ability to coach and support senior leaders as spokespersons and manage a small team of 3-5 part- and full-time staff.

To Apply:

We seek a diverse pool of applicants who wish to join an academic community that places the highest value on rigorous inquiry and encourages a diversity of

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perspectives, experiences, groups of individuals, and ideas to inform and stimulate intellectual challenge, engagement, and exchange.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status or status as an individual with disability.

The University of Chicago is an Affirmative Action / Equal Opportunity / Disabled / Veterans Employer.

Please submit a resume, cover letter, and reference contact information to UChicago's Workday system. Within the Workday system, this listing can be found by the position title or by the requisition number, [JR13784](#).

If you have an active UChicago Workday account, you will need to complete the Internal Candidate application process. Simply log in to Workday and select the career worklet to begin.

External candidates should apply at <https://uchicago.wd5.myworkdayjobs.com/External>.

If you have questions about the Workday system, please contact our Shared Services department at <https://services.uchicago.edu>

Job seekers in need of a reasonable accommodation to complete the application process may contact the Shared Services Office by calling 773-702-5800 or by emailing sharedservices@uchicago.edu with their request.