Job Title: Director of Communications
Reporting to: Executive Director, Crime & Education Labs
Location: Chicago (will require travel to NY & other locations)

Job Summary (Unit Job Summary):
The Director of Communications reports directly to the Executive Director of the Crime and Education Labs and is a part of the senior leadership team, including supporting the Faculty Director. The Director contributes to developing, communicating, executing, and sustaining the Crime and Education Labs’ strategic growth. The Director identifies and implements ideas and initiatives that enhance the organization’s impact through collaboration, targeted communication, strategic planning, and sustained engagement with external partners in key communities, with funders and other stakeholders, and with the public at large. The Director leads overall strategic planning and implementation, communications, and external engagement efforts for the organization and will focus on accelerating organizational performance through cohesive strategy planning and execution, knowledge management and the implementation of organizational tools and processes for tracking and communicating the impact of the Crime and Education Labs’ work.

Job Responsibilities (Workday Job Announcement)
• Develops communication strategy, provides leadership and management of communications staff, liaises with other University and Unit offices as appropriate.
• Manages the media interface, including writing press releases, planning and organizing media coverage for major events, and responding to requests on sensitive or controversial issues.
• Oversees the writing, preparation, and/or delivery of information from or about the unit. Is accountable for maintaining the unit’s goals and communications strategy in publications, announcements, and speeches.
• Develops and manages the communications budget.
• Performs other related work as needed.
• Leads the development and implementation of all communications plans and initiatives for the organization. Cultivates and stewards relationships with communications stakeholders, proactively engaging media and other external contacts and liaising with University of Chicago communications staff.
• Builds and sustains relationships with key internal and external stakeholders, including coordinating communication with public, non-profit and private partners, fostering communication and alignment between New York and Chicago sites, more deeply engaging staff and entities at the University of Chicago, and growing and deepening relationships with funders including the Investors Council.
Facilitates the execution of strategic plans and initiatives by working collaboratively with senior management and ensuring that the strategy is communicated and easily understood by appropriate stakeholders both inside and outside the organization.

Acts as a key advisor and support to the Executive Director and other relevant team members on significant opportunities and critical issues.

Manages staff/coordinates among designated teams, as needed.

Supports the development and/or implementation of a process for the management of organizational knowledge as a strategic asset to further the organization's goals.

Oversees proposal development, high level communications and fundraising activities, ensuring they are aligned with organization’s mission, vision and priorities.

Spearheads coordination between the Crime and Education Labs and the other Urban Labs to ensure alignment in approach, project management, communications, etc.

Leads the development and implementation of consistent practices, operational improvements and/or strategic frameworks across the organization if needed.

Education:

- Minimum requirements include a college or university degree in related field.
- Minimum requirements include knowledge and skills developed through 7+ years of work experience in a related job discipline.

Experience:

- Extensive experience in the development of communications strategies for complex organizations.

Unit Competencies:

- Responds quickly and professionally to a range of inquiries.
- Ability to perform effectively in a fast-paced environment and meet deadlines in a timely manner.
- Demonstrated ability to work independently.
- Multidisciplinary project skills.

Required Documents:

- Cover letter
- Resume
- Writing sample
- References (three professionals from Academia or Employment)

About the Unit (and project):

By 2050, the global urban population will nearly double to 6.4 billion. This unprecedented growth in the global urban population creates incredible opportunities but also intensifies the most difficult problems cities face, such as concentrated poverty, crime, poor-quality schooling, and pollution. The University of Chicago founded Urban
Labs to help address these challenges. Urban Labs is a set of highly synergistic labs focused on undertaking inquiry and having impact on five essential dimensions of urban life: crime, education, health, poverty, and energy & environment. Urban Labs partners with cities to identify and rigorously evaluate the policies and programs with the greatest potential to improve human lives at scale. Urban Labs’ evidence-based approach gives policymakers and practitioners the knowledge they need to effectively achieve the greatest social good per dollar spent.

In sum, UChicago Urban Labs:
- Identifies promising solutions to urban challenges
- Tests the most promising urban policies and programs
- Scales-up the most effective and cost-efficient policies and programs

For more information about the UChicago Urban Labs, go to [http://urbanlabs.uchicago.edu/](http://urbanlabs.uchicago.edu/)

Postimg Statement:

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.

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.

To Apply:

Please submit a resume, cover letter, writing sample, and three professional references from academia or employment to the University of Chicago’s Workday System. Search for requisition number, JR07646. Please note, when applying, all documents MUST be uploaded under the Resume/CV section of the application. Please be advised that this job announcement is formatted differently on the University of Chicago “Workday” Job Board.

- If you have an active UChicago Workday employee account, you will need to complete the Internal Candidate application process. Internal Candidate instructions: Log into Workday and select the career worklet.
• If you have questions about the Workday application system, please contact: https://uchicago.service-now.com/sso?id=ssc_sc_cat_item&sys_id=cf359d671316660030c0bcaf3244b02d.