



## Director of Communications and Marketing

### ABOUT THE ROLE:

Reporting to the Executive Director, the Director of Communications leads all external and internal communications efforts for the national office of Operation Lifesaver, Inc. (OLI) and coordinates efforts of the Operation Lifesaver (OL) state programs. Main areas of focus are public awareness campaigns, public and media relations, marketing, social media outreach and executive communications.

### RESPONSIBILITIES:

Other responsibilities include:

- Lead OLI's media relations activities in conjunction with an OLI Communications Consultant. Respond to media inquiries; coordinate responses from OL State Coordinators as appropriate; manage relationships with national media; serve as OLI spokesperson.
- Lead development of public awareness campaigns and materials, coordinating with OLI staff, vendors and consultants as necessary.
- Spearhead all communications related to OLI public awareness products and educational materials with state OL offices and national partners.
- Oversee the review process for OLI public awareness products and educational materials, coordinating review through OLI's Materials Review Committee to ensure materials developed for public use by OLI or State OL programs are consistent with OLI messages and brand.
- Strategically market OLI public awareness products and educational materials to targeted audiences.
- Respond to rail safety education issues as they arise through the development of new safety messages, materials, letters, coordinated response by OL State Coordinators and other means as necessary.
- Post and manage dissemination of materials for Operation Lifesaver internal communication to State Coordinators, volunteers, OLI Board of Directors, and National Advisory Council.
- Ensure integrity of OLI and state program logos and other trademarked and intellectual property, in coordination with OLI's general counsel as necessary.
- Assist in planning of internal and external meetings and conferences, including New State Coordinator Orientation, State Coordinator Summit, National Advisory Council meetings and others.
- Develop executive communications such as presentation materials, talking points and remarks for OLI Executive Director and other OLI leadership as necessary.
- Manage all external websites, including [www.oli.org](http://www.oli.org) and campaign microsites as applicable. Oversee creation of compelling content; manage timely web updates.
- Manage communications budgets as directed by OLI Executive Director, including grant program budgets for communications activities.
- Oversee OLI social media presence to expand audiences and reach target demographics; regularly assess engagement and impressions to optimize content, platforms and campaigns.

- Work closely with corporate communications teams at railroads and other safety partner organizations to collaborate on media response to national issues, public awareness campaigns and other relevant matters.
- Liaise with federal agencies to maintain current safety statistics and other relevant data to inform communications messages.
- Provide media training, as needed, and/or serve as a media and communications resource to internal partners.
- Manage all communications tracking tools and vendors.

### **Qualifications**

- Attention to detail and able to manage multiple projects/tasks at the same time
- Excellent written/verbal communication skills
- Perform various detailed and time sensitive tasks
- Experience in communications, media relations, presentation skills and marketing/social media
- Mastery in use of Word, Excel and PowerPoint software programs
- Nonprofit experience preferred but not required
- Minimum 5 years of professional work experience

### **What we are looking for:**

- Creative dependable self-starter with strong motivation to succeed
- Ability to thrive in a dynamic, fast-paced environment working independently with minimal supervision
- Ease of establishing relationships and operating autonomously and independently
- Proactive, resourceful, flexible, detailed oriented and anticipatory work style.
- Team player
- Desire to deliver exceptional customer service
- Excellent communication skills with impeccable follow up and follow through
- Positive attitude

### **Additional Work Requirements:**

- Ability to travel up a minimum of four (4) times per year.

### **Education**

Bachelor's degree required.

### **Benefits**

Includes health insurance, paid sick leave, paid vacation, life insurance, short-term and long-term disability, retirement plan, and 11 paid holidays.

Applications should include: a cover letter and resume

Salary range: \$80,000 - \$110,000 based on experience

Please email applications to [rmaleh@oli.org](mailto:rmaleh@oli.org) with Director of Communications & Marketing in the subject.

[www.oli.org](http://www.oli.org)

