Senior Vice President for Communications and External Relations

Position Purpose:

Reporting to the President, as a member of the senior management team, the Senior Vice President for Communications and External Relations (SVP) will work closely with the President, and other internal and external constituents, to promote the advancement of the University. As a strategic leader, the SVP will develop communication strategies and launch a universal implementation plan that will strengthen the University’s brand. In addition, s/he will be responsible for staff supervision, project development and management initiatives, and budget oversight.

Essential Functions & Duties:

Communications

- Lead the development/refinement of Brandeis’ and the President’s overall internal and external communications strategy and key messages. The overall communications strategy should be cohesive, effective, and coordinated across Advancement, Admissions, all of the major Schools and Centers, and both internally and externally;
- Manage the Communications team, holding direct responsibility for that team’s outcomes;
- Oversee the implementation of the recently developed new core positioning throughout the University, tailoring if/as appropriate to each particular setting;
- Oversee a review and refresh of the University’s institutional brand identity system, to ensure consistency and cohesive strategic alignment;
- Refine and shape, with the President and senior management team, the vision and strategy for Brandeis University’s next era;
- Conduct research and assist in the preparation of speeches, presentations and talking points for the President on an array of topics and for a breadth of constituents;
- Promote and maintain strong collaboration with and input from the Provost and EVP for Finance & Administration, as well as other key leadership team members to advance strategic initiatives;
- Assist the President in translating the vision and strategy for the University into a clear set of execution priorities with clear distributed ownership;

External relations

- Lead the development of the President’s external relations strategy, helping him to design the right use of the time and focus of the President, head of Advancement, other senior leaders, and faculty;
- Serve as the senior leader at Brandeis who is responsible for closely monitoring and improving Brandeis’s external image in the world – both locally and beyond
• Serve as the President’s right hand in directly cultivating and maintaining strong relationships with external stakeholders, including government and community and cultural institutions, other schools of higher education, high-priority donors and alumni, or other partners of the University;
• Performs other duties as assigned.

Position Requirements:

• Master’s degree in related field required;
• Minimum of 10 years of relevant experience;
• Familiarity and/or experience within academia is a plus;
• Excellent project management skills including successful leadership of projects from planning phase through completion.

How to Apply:

Submit cover letter and resume as a single document at http://www.brandeis.edu/humanresources/jobs/external.html. Elect option for "External Applicant". Sort the job listing by clicking the Job ID column heading. Locate the desired job listing. Click the job title and then Apply Now.

Closing Statement:

Brandeis University is an affirmative action/equal opportunity employer and encourages minorities, women, disabled individuals, and eligible veterans to apply. It is the policy of the University not to discriminate against any applicant or employee on the basis of race, ancestry, color, religion, sex, sexual orientation, age, genetic information, national origin, disability, veteran status, or on the basis of any other legally protected category.