



## **Communications Director**

Chicago, Illinois

### **About P33**

[P33](#) is on a mission to drive inclusive, global tech leadership for Chicago. With an honest and realistic view of our city, P33 is fueled by a need to unlock the potential of the digital age to solve some of the toughest problems facing Chicago, such as equitable access to digital careers, talent retention, deep science commercialization and gaps in our growth stage startup ecosystem.

P33 is co-chaired by Penny Pritzker, former Secretary of Commerce and Founder and Chairman of PSP Partners; Chris Gladwin, CEO and Co-founder of Ocient and Cleversafe; and Kelly Welsh, President of the Civic Committee of The Commercial Club of Chicago.

People, Purpose, Plans and Progress is the philosophy behind P33, with the vision that in 2033, a hundred years after the 1933 Chicago World's Fair (A Century of Progress), our city is again a global technology leader. P33 is a collaboration among hundreds of Chicagoland leaders working together to turbocharge Chicago's tech economy for all Chicagoans. P33 leverages Chicago's strength – its diverse economy, strong system of universities and research centers, and growing start-up ecosystem – to catalyze Chicago's tech economy into its next chapter.

We are building our team and are looking for highly motivated and enthusiastic Communications Director as we realize the dream of a more inclusive and thriving Chicago tech ecosystem. If you have a passion for storytelling and dream of making a difference in Chicago every day, all while working in a collaborative and entrepreneurial culture – join our team!

## About the Role

The Communications Director reports into P33's Chief Marketing Officer and directs and implements P33's public relations strategies. This person will work closely with P33's senior leadership team to support key initiatives via media and communications. Our team is very collaborative, and we are looking for someone with strong problem-solving skills and an entrepreneurial mindset. The Communications Director will manage external announcements, editorial placement and all written communications in support of P33's Initiative Leads or P33's overall Enterprise. This includes the development of press releases, blogs, white papers and supporting materials. The Communications Director should be familiar with a variety of communication-related concepts, practices and procedures and rely on extensive experience and judgment to plan and accomplish goals.

## Responsibilities

- Lead the planning and execution of media programs and activities
- Manage multiple projects from concept to completion, on time
- Proactively generate new ideas and opportunities to generate momentum around Chicago tech and innovation success stories
- Plan and execute media relations programs, events and launch activities; lead media relations efforts and initiatives in partnership with Marketing and Operations Manager; help develop and write strategic memos and client presentations
- Interact with senior-level colleagues and stakeholders and troubleshoot problems as they arise
- Ensure that all communications are strategically on target with the business objectives of P33's Initiative Leads
- Display strong team leadership and ensure that Chicago tech-related stories drive media results, proactively pitching media daily and secure publicity (local, regional, national)
- Generate P33 thought leadership opportunities; build and maintain relationships with media, journalists and influencers; keep current with journalist specialism/interest
- Maximize P33's network of resources to enhance communications
- Lead integrated campaigns through a demonstrated, working knowledge of social influence, emerging digital platforms and creative problem solving
- Moderate media interviews; assist with media training for clients; initiate implementation of media events such as press conferences, briefings and media tours; serve as the senior on-site contact for P33 events
- Report to Chief Marketing Officer on progress of communications plans; serve as the liaison between Chief Marketing Officer and P33 Initiative Leads on communications plans

## Qualifications

- 7+ years communications experience in public relations and/or journalism
- Previous agency experience a plus, with 3+ years in a management role developing, evaluating, and retaining strong teams and collaborative cultures
- Excellent written and oral communication skills
- Proven track record of success in securing feature stories and business profiles for clients and managing client accounts
- Passion for P33's mission

- Ability to provide high level counsel to senior leadership about communications in different aspects including strategy, thought leadership building, media relations as well as issues and crisis management
- Highly creative, mature, well organized with analytical ability
- Experience in managing and motivating a team, as well as contributing to overall company development
- B2B and technology-focused experience is a plus

### **Equal Opportunity Employer**

P33 is committed to creating a diverse work environment and is proud to be an equal opportunity employer. The organization provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

If you need assistance or an accommodation to complete this application due to a disability, you may contact us at [hiring@P33Chicago.com](mailto: hiring@P33Chicago.com).

### **Apply for this Role**

Interested candidates should apply by sending their resume, cover letter and writing sample to [hiring@P33Chicago.com](mailto: hiring@P33Chicago.com), using the subject line "P33 Application: Communications Director".