

DIRECTOR OF PUBLIC & COMMUNITY RELATIONS

As M:7 continues to optimize its Communications Division, the agency is looking to add a Director of Public & Community Relations to the award-winning M:7 team. The ideal candidate for this new position is highly motivated and highly collaborative with proven public relations and communications skills. This position will report directly to M:7's Managing Partner, and primary responsibilities will include managing M:7's existing PR and Community Relations client base, with a strong focus on growing the division through business development.

More specifically, applicants can expect essential tasks to include:

1. Developing and executing high-quality public relations and media campaign strategies for Communications Division clients.
2. Crafting effective crisis communications plans for Communications Division clients and working with clients throughout implementation and execution as needed.
3. Developing strong relationships with media members in key markets at the local, state, and national levels and leveraging those relationships to achieve client media relations objectives and generate earned-media coverage.
4. Working with M:7's copywriting team to develop and deploy press releases, brand journalism content, annual reports, and other related forms of client content.
5. Engaging with key community stakeholders in both the private and public sectors and effectively carrying out community relations initiatives with those stakeholders to relay client messaging and achieve desired outcomes.
6. Actively prospecting new public relations and communications clients and converting those prospects into signed M:7 clients.

Education, Skills, & Qualifications:

1. Bachelor's degree in a related field (Public Relations, Communications, Marketing, Political Science, or a similar discipline preferred) or four years of relevant experience in public relations, community relations, media relations, journalism, or any combination of these fields.
2. Proven technical writing and editing skills with ability to supply writing samples upon request.
3. Proficiency in engaging with a range of stakeholders, community members, clients, and team members.
4. Excellent communication and organizational skills, effective deadline and project management skills, and ability to work under pressure.
5. Proficiency with all applications and programs across Google Suite and MS Office.
6. Possession of key M:7 [intangibles](#) such as an outgoing and engaging personality, strong work ethic, positive attitude, honesty, reliability, respect of others, and a willingness to adapt.