

**WE ARE NEW YORK'S LAW SCHOOL**

## Chief Communications Officer

This position shall be focused on enhancing the visibility of the school through effective public relations, communications, and advocacy strategies. Reporting to the Dean and President, in close coordination with the Associate Dean for Institutional Strategy, the Chief Communications Officer will be an integral member of the senior management team, and responsible for the development, integration, and implementation of a broad range of public relations and institutional communications in support of the strategic direction and positioning of the Law School, its leadership, faculty, students, and alumni. The Chief Communications Officer will partner closely with the Chief Marketing and Digital Strategy Officer to ensure the everyday communications, marketing, and digital media functions, and messaging, of the Law School are consistent and well-coordinated to maximize opportunity and impact.

### Responsibilities

- Serve as the School's chief communications and media strategist, spokesperson, and contact person to promote the mission, values, outcomes, and impacts of the institution.
- Lead the School's communications and press strategy; general and crisis communications, including statements by the Dean, promotion of the faculty as experts for the media, media advisories for School events; press releases to announce the School's major developments and initiatives; and promotion of students and alumni. Facilitate all campus visits from press, including securing necessary permissions and releases.
- Develop communications and advocacy strategies to promote the law school externally to various audiences including the legal profession generally (lawyers and judges at all levels), the legal academy, higher education, professional associations, and governmental, non-profit, and private institutional partners.
- Work closely with the Chief Marketing and Digital Strategy Officer to ensure internal and external communications and messaging are well coordinated, and that news that features the School, faculty, or other community members is promoted in social media and/or in publications and marketing materials.
- Work closely with the Dean and other faculty members to develop strategies and platforms for broad scale engagement with local, state and national audiences. This includes speaking opportunities, thought leadership pieces, op-eds, and other media commentary (radio and television). Provide strategic counsel and media coaching when needed.
- Work closely with the Associate Dean for Institutional Strategy to manage the School's strategic planning process, working with stakeholders schoolwide, including coordination of the development and writing the publication of the Strategic Plan and annual updates.
- Write high-profile Dean's messages to students, faculty, staff, and alumni; monitor the news cycle to ensure that such messages are timely and appropriate and to advise when they are needed; assist with speech-writing when needed.
- Working in partnership with the Law School's academic center, support the Law School's civic and community engagement efforts.
- Working with the appropriate staff, publish the *NYLS Daily*, which includes daily press clips, faculty activity highlights, upcoming events, and campus news.
- Manage relationships with the School's external public relations firm to ensure effective, efficient, and equitable utilization.

## Requirements

- Bachelor's degree in journalism, communications, or related field is preferred.
- Seven or more years of high level experience in external affairs, communications, or related areas, in a high profile setting, to advance the organization's mission and goals.
- Exceptional written, oral, interpersonal, and presentation skills, and the ability to effectively interface with executive management team, Board of Trustees, donors, alumni, faculty and staff.
- Demonstrated record of progressively more responsible experience in public relations, communications, external affairs, and/or related areas.
- High-level managerial and supervisory experience.
- Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution.
- Innovative thinker, with a proven track record for translating strategic thinking into action plans and output.

## Compensation

NYLS offers a comprehensive compensation and benefits package.

## How to Apply

Please submit the following (in PDF format) to [jobs@nyls.edu](mailto:jobs@nyls.edu):

- Resume
- Cover letter
- Salary requirements

### **About New York Law School**

Founded in 1891, New York Law School (NYLS) is an independent law school located in Tribeca, the heart of New York City's legal, government, financial, and emerging tech centers. Known as "New York's law school," NYLS embraces the city as its classroom by complementing a rigorous legal education with an innovative and diverse set of "uniquely New York" experiential learning opportunities. Since opening its doors, NYLS has produced graduates who have gone on to hold high elected and appointed office in the city, lead large and small firms, and gain broad recognition as captains of business and industry. Its renowned faculty of prolific scholars has built the School's strength in key areas of the law, including business and financial services, intellectual property and privacy, and government and public interest law. NYLS has more than 18,000 graduates and currently enrolls around 1,100 students in its full-time and part-time J.D. programs. The School also offers an advanced-degree program in Tax Law.

### **New York Law School is an Equal Opportunity Employer**

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability, or veteran status, or any other characteristic protected by law.