



IDAHO BUSINESS FOR EDUCATION – JOB OPENING FOR COMMUNICATIONS DIRECTOR

Idaho Business for Education is a group of nearly 200 business leaders whose mission is to improve the educational system in Idaho to create the skilled and talented workforce employers need in the 21st Century.

Description:

IBE is looking for a **Communications Director** with an outstanding ability to communicate with internal and external stakeholders. The successful candidate should be an exceptional writer and messenger who can communicate on multiple platforms, including print, broadcast, on-line and social media. We are looking for someone who is proficient building graphics, manipulating databases and conducting on-line surveys.

This is a full-time, 40-hour per week exempt position with health benefits. Some travel inside Idaho and possibly outside the state may be required. Light lifting may also be required from time to time.

Responsibilities:

- Develop and execute communication strategies and plans to best position IBE vision, mission, and policy priorities
- Develop a plan to capture member insights to help drive improvements in membership, recruitment, engagement and retention
- Help create campaigns to drive awareness and engagement of IBE efforts
- Identify news breaking concepts and track relevant news messaging to update to all forms of social media
- Spearhead a monthly newsletter for members
- Support the President and Vice President on issues management and strategy development. Implement strategic responses including creation of key messages and storytelling.
- Take the IBE story to stakeholders throughout the state and develop the strategy to do so which may include managing a speakers' bureau
- Work closely with internal and external IBE members, partners, leaders to deliver exceptional value
- Support the President and Vice President in maintaining an effective back office including communications with members about member dues, meeting management, thank you notes, etc
- Support the staff in delivery of exceptional meeting experiences for members

Apply:

Send cover letter and resume to IBE President/CEO, Rod Gramer, at rgramer@idahobe.org or mail to 877 W. Main St., Suite 706, Boise, ID 83702.