COUNCIL FOR
HIGHER EDUCATION
ACCREDITATION

TITLE
Director of Communications

REPORTS TO
Vice President for Government Affairs

The Council for Higher Education Accreditation is seeking candidates for the position of director of communications. The position reports to the senior vice president for government affairs and is responsible for developing and implementing external communications strategies, performing public relations and marketing work for the organization, overseeing publications and other content development and distribution on the CHEA website and assisting with CHEA conferences and meetings. Additional responsibilities include editing CHEA documents for publication or distribution.

The position currently uses a hybrid model of attendance but requires a Washington D. C. metropolitan area residence (DC, Virginia, or Maryland) in order to accommodate in-house meetings and on-site activities.

Duties

1. Develop an overall strategic communications plan to enhance and maintain CHEA's visibility with the press, public, Congress, the executive branch and state government.

2. Develop and implement marketing strategies for CHEA publications, events and special initiatives.

3. Identify, build and maintain relationships with media, trade publications, radio and television.


5. Provide supervision and oversee development and distribution of publications and other content on the CHEA Website.

6. Assist with CHEA conferences and meetings; provide preparation meetings and materials for conference presenters.

7. Conduct webinar interviews when needed.

8. Work across CHEA team divisions to assist in the achievement of CHEA goals and objectives.

9. Other duties as assigned and as appropriate.
Competencies required:
1. Excellent technical writing skills
2. Articulate speaking delivery
3. Working knowledge of MS suite
4. Ability to multi-task and meet deadlines
5. Able to professionally represent the organization and its core mission

Submission:
Candidates should submit a resume or CV by December 15, 2022, with a letter of interest specifically identifying experiences and expertise related to the position. Please also include a short writing sample and your salary requirements, as well as contact information for three references. Submit this application package to friis@chea.org.

The Council for Higher Education Accreditation (CHEA) expects to fill the position by January 30, 2023 or sooner. CHEA encourages diversity of candidates to submit applications.