# **Communications Manager**

# **For Electrical Distribution Utility**

Electric distribution utility has an immediate opening for Communications Manager.

**RESPONSIBILITIES:**  Responsible for and will lead the Communications Department, which serves to build and protect the reputation of the cooperative, secure increased awareness and appreciation of its work, and foster meaningful engagement with all stakeholders. The individual will possess proven expertise in developing effective marketing and communications strategies — both internal and external — to help the cooperative fulfill its purpose of making life better for its members, employees and the communities it serves. The individual will have a track record of managing other marketing and communications professionals as part of teams that have shaped and executed highly integrated marketing programs.

**QUALIFICATIONS:**

* BS in Communications, Marketing, Journalism, Mass Communication, Public Relations, or other related field required.
* Must have knowledge of modern media relations practices and is proven adept at developing media relationships.
* Must be highly proficient with industry-related software applications.
* Knowledge of the principles and practices of the budgetary process

**EXPERIENCE:**

* At least 10 years of marketing and communications experience, in addition to having managed others on a marketing team.
* Experience in writing, editing & proofing, advertising or public relations.
* Experience in events management.
* Experience producing presentations.
* Experience creating and producing high quality communications utilizing varied communication platforms

**SKILLS/ABILITIES:**

* Highly skilled in developing and presenting communications strategies on an executive level.
* Highly skilled as a marketing and public relations writer, both in traditional and digital outlets.
* Ability to prioritize and execute tasks in a fast-paced, deadline-driven environment with constant interruptions and changing priorities.
* Ability to introduce and manager effective daily workflow communications with the communications and public relations team and in reporting to the VP, Member Services.
* Must be willing to maintain strong working relationships with and leverage the resources available from Statewide, Central, CEE-US, SC Powerteam, Touchstone Energy and NRECA.
* Good research, analytical, and problem-solving skills.
* Excellent professional presentation skills.
* Excellent oral and written communications to communicate tactfully, appropriately, and courteously with the general public, members and employees.
* Attentive to detail.
* Excellent writing and editing skills.

**Other:**

* At least 18 years of age.
* General residency requirement.
* SC Driver’s License with a maximum of 4 points.
* Available for attendance at after-hours functions as assigned and/or required.
* Must be willing to work occasional overtime.
* Must be willing to work during crisis conditions such as storms and any other major power outage situations.

**APPLICATION PROCEDURE:** To be considered for employment, an application must be completed online at [www.mcecoop.com](http://www.mcecoop.com) .

All applicants will receive equal consideration regardless of race, color, religion, gender, national origin, citizenship status, age, veteran status, or disability.