



THE WOODS HOLE RESEARCH CENTER
Associate Director of Communications
Job #ADC11

SUMMARY: The Associate Director of Communications works closely with Center leadership and is responsible for managing and dispatching internal and external news and information. The successful candidate will report directly to the Vice President of Development & Communications and serve as a core member of the development and communications team. He or she will possess the ability to embrace the Center's mission and effectively articulate the scientific, policy, and education programs to collaborators and a broad audience.

Responsibilities: The successful candidate will:

- Create and implement new communications initiatives to raise visibility of the Center
- Oversee content and future development of Center's website
- Design and prepare glossy donor- and research-specific collateral materials (brochures, manuals, reports)
- Utilize Web, social media, and emerging technology
- Develop and maintain consistent positioning and branding across institutional print and electronic communications materials, e.g., website, brochures, annual reports, newsletters, posters, etc.
- Compose press releases and current and emerging science and policy initiatives
- Provide high-level writing and communications support with media responses, editorials, and interviews to the Director, Deputy Director, scientists, Board of Directors, and others
- Work proactively with international, national, and local media for Center positioning and coverage
- Serve as point person for media coordination and response
- Serve as external relations point person for events on Center campus, institutional assets/positioning, scientific conferences, and UN climate meetings
- Develop and facilitate an annual communications/messaging training workshop for Center scientists and staff
- Work closely with development team on fundraising materials and messaging

Qualifications and Experience:

- Bachelor's or Master's degree in communications or related field
- Excellent writing, speaking, and proofreading skills
- Graphic design experience
- Extensive experience in communications, public relations, and fundraising
- Ability to manage multiple projects and meet deadlines
- Exemplary interpersonal, organizational skills and precise attention to detail
- Ability to translate complex language into clear, engaging material for a variety of audiences

Application deadline: August 19, 2011 **Desired Start Date:** September 2011

Salary Range: \$70,000-\$85,000, with full benefit package.

Application Instructions: To apply, please send cover letter referencing **Job# ADC11**, curriculum vitae, and contact information for three references to: jobopenings@whrc.org