Job Title	Communications Manager
PVN ID	RF-2501-006669
Category	Managerial and Professional
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Office of the President
Status	Full Time
Annual Salary	$101,292.00 - $135,055.00
Hour(s) a Week	35
Closing Date	Mar 26, 2025 (Or Until Filled)

General Description

The Research Foundation of CUNY is seeking a Communications Manager who will oversee the development of internal and external communications for the overall organization, the President and other members of the executive team. Reporting to the President, this role provides effective organizational strategies and messaging on a variety of matters, initially including those related to the implementation of a new organizational system that is in the process of being adopted by RFCUNY.

Other Duties

1. Workday Communications

The Research Foundation is in the process of implementing the Workday system for its Human Resources, Finance, and Grants and Contracts functions. This position will provide key communications support both internally and externally for this organizational undertaking. The implementation of this new system is taking place within a defined timeframe.

- Develop and implement comprehensive communication strategies for organizational messaging
- Partner with RFCO Workday Project Managers to create effective communication plans for organization-wide system implementations. Develop communications to ensure all constituents are informed of goals, progress
- Collaborate with Workday Organizational Change and Training Leads to create and execute communication strategies that support change initiatives and promote engagement in the implementation of new systems
- Propose and develop routine communication campaigns, including updates, and announcements
- Collaborate with department management to craft tailored responses to non-routine inquiries or complaints from high-profile users, ensuring appropriate tone, accuracy, and resolution
- Provide support for external communications related to training of Workday system users in the field

2. Organizational Communications

- Draft and edit communications for the RFCUNY President, other organizational chief officers, and members of the President's Office.
- Develop and execute both internal and external communications related to a variety of topics while maintaining consistent messaging and fostering positive stakeholder relationships.

3. Website Content and Media Relations

- In collaboration with RFCO Departments, manage RFCUNY website and other public-facing organizational communications
- Coordinate media relations for the RFCUNY, as needed

4. Style Guide

- Oversee RFCUNY style guide ensuring timeliness, consistency and organizational character

5. Collaboration and Continuous Improvement

- Provide communications to ensure best practices and reputation management
- Work cross-functionally to ensure that communication practices align with organizational goals
- Stay updated on communication trends and suggest innovations to improve outreach and engagement efforts

Qualifications

- Bachelor's degree in communications, marketing, or related field. Master's degree preferred
- Minimum of ten (10) years of experience in content writing and organizational communications strategy development and delivery
- Exceptional writing, editing and organizational skills
- Active listener able to communicate individual as well as team ideas and concerns and ask clarifying questions
- Experience with an organizational implementation of Workday system is highly desirable
- Expertise in crafting compelling content across various media formats
- Strong ability to communicate clearly and persuasively with diverse stakeholders
- Professional experience working in higher education and non-profit sector organizations is highly desirable

Writing samples: Please submit at least two writing samples with your resume, e.g., instructional email, guidelines, letters written by you on behalf of another. These should have been written by you personally.