

October 21, 2020

## **Illinois Power Agency Seeks Communications Manager**

The Illinois Power Agency is seeking a Communications Manager.

This newly created position provides the opportunity for the right candidate to play a pivotal role supporting the Illinois Power Agency's work to implement the state's Renewable Energy Portfolio Standard, as well as procuring electricity for residential and small commercial electric customers in Illinois.

Excellent writing, editing, and analytical skills are required, including the ability to translate complex ideas into materials that are accessible to a wide range of audiences. Prior experience in communications related to energy or environmental issues is strongly preferred.

The Communications Manager will be responsible for ensuring the high quality of Agency communications, evaluating and developing the Agency's online identity (including the Agency's website and social media presence), coordinating with the Agency's external consultants, and assessing the Agency's strategic communications needs and developing the necessary resources to meet those needs.

The Agency is currently working remotely due to the COVID-19 pandemic but expects to return to its office in the Chicago Loop when Illinois reaches Phase 5 of the Restore Illinois Plan.

Please see the attached job description for more information on the position and qualifications.

For more information on the Illinois Power Agency, please see: [www.illinois.gov/ipa](http://www.illinois.gov/ipa)

To apply, please send a cover letter, resume, and three professional references to [ipa.contactus@illinois.gov](mailto:ipa.contactus@illinois.gov).

No phone calls please.

*The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer.*

# ILLINOIS POWER AGENCY

## POSITION DESCRIPTION

1. POSITION TITLE Existing Position		2. AGENCY		3. WORK COUNTY	4. POSITION NUMBER	
New/Revised Position Communications Manager		Illinois Power Agency		16	00000-00-00	
5. WORK LOCATION			6. TERM CODE		<input checked="" type="checkbox"/> ESTABLISH <input type="checkbox"/> CLARIFY <input type="checkbox"/> ABOLISH	7. EFFECTIVE DATE
Existing Position						10/21/2020
New/Revised Position Chicago						
% OF TIME	8. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS					
	<ol style="list-style-type: none"> <li>1. Work with the Director and other members of Agency management to develop and implement a communication strategy designed to further advance Agency objectives.</li> <li>2. Review and edit internal and external Agency written materials, draft new materials as needed.</li> <li>3. Coordinate with Agency external consultants to review and approve program materials, communications, and online communications.</li> <li>4. Develop and manage Agency website content.</li> <li>5. Plan, prepare, and manage the design, content, and production of all Agency reference materials.</li> <li>6. Assess Agency's online presence and develop and implement social media plans, as needed.</li> <li>7. Monitor and assess industry trends and make recommendations for developing Agency communication strategies and implementing best practices.</li> <li>8. Develop media strategies and contacts, collaborate with the Director to prepare Agency press releases, as needed.</li> <li>9. Other duties as assigned by the Director and/or other senior management members.</li> </ol>					
IMMEDIATE SUPERVISOR SIGNATURE			DIRECTOR SIGNATURE			DATE 10/21/2020

9. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

Director, Illinois Power Agency

10. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR

List position title, position number, and number of subordinate incumbents or authorized funded headcount:

Position Title	Position Number	No. of Incumbents or Funded Vacancies

11. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION.

Job Requirements:

- Bachelor's degree in communications, journalism, English, or the equivalent combination of education and experience.
- Minimum 5 years of experience in a government, non-profit, or corporate communication, marketing, or similar role.
- Strong knowledge of communication practices and techniques.
- Demonstrated experience designing and creating communication and marketing strategies for new products, services, programs, events, and related promotions.
- Organized and detail-oriented with a strong ability to absorb and process information quickly.
- Excellent time management skills.
- Exceptional written and oral communications abilities.
- Experience in developing and maintaining website content using Sharepoint or comparable content management tools.
- Proficiency using MS Office 365 applications including Word, Excel, PowerPoint, and Outlook.
- Ability to adapt to changing priorities and work effectively within a dynamic environment.

Desirable:

- Previous experience with renewable energy issues, energy efficiency, energy policy issues, or energy procurement or contracting matters is preferred.
- Working knowledge of graphic design concepts, a plus but not required.

**The Communications Manager is prohibited from: (i) owning, directly or indirectly, 5% or more of the voting capital stock of an electric utility, independent power producer, power marketer, or alternative retail electric supplier; (ii) being in any chain of successive ownership of 5% or more of the voting capital stock of any electric utility, independent power producer, power marketer, or alternative retail electric supplier; (iii) receiving any form of compensation, fee, payment, or other consideration from an electric utility, independent power producer, power marketer, or alternative retail electric supplier, including legal fees, consulting fees, bonuses, or other sums. These limitations do not apply to any compensation received pursuant to a defined benefit plan or other form of deferred compensation, provided that the individual has otherwise severed all ties to the utility, power producer, power marketer, or alternative retail electric supplier.**