

Navy Supply Corps Foundation Communication Director Position Advertisement

The Navy Supply Corps Foundation seeks a seasoned communications director with significant experience developing and deploying effective communication plans, programs and products targeted to the Navy Supply Corps community, its senior leadership, external stakeholders and other audiences.

This position provides public affairs advice and counsel to the Foundation's senior leadership on a wide range of internal and external issues. The work requires strong editorial and writing ability across a variety of media.

The position has two primary functions: Public Affairs Officer (PAO) and Editor-in-Chief and principal writer of The OAKLEAF, the organization's three time annually magazine.

This position reports to the Chief Staff Officer for the Foundation, but liaisons routinely with the Executive Committee, Board Members, Committee Chairs, and staff of the Navy Supply Corps Foundation.

Key to this position is the individual's ability to staff all corporate communications in close coordination with the Foundation's strategies, plans and actions, to deliver clear, focused, effective messaging on the Foundation's mission, capabilities, actions and achievements.

Public Affairs Officer (PAO)

The PAO serves as the authority of organizational communications for the Foundation. They drive a successful communications strategy as the 'go to' expert for the organization's leadership across the full range of internal and external communications and community relations issues.

Specifically, the PAO will:

- Provide Foundation Board and senior leadership with ongoing Public Affairs guidance and support consistent with Foundation's strategic policies and goals, and U.S. Navy Public Affairs Guidance.
- Attend and participate as Public Affairs advisor in regular Foundation Board meetings and other meetings as required.
- Interact with the Board, senior leadership, and staff on development and implementation of communications strategies and concepts.
- Oversee execution of the Foundation branding strategy to ensure consistent messaging at all levels of Foundation communications.
- Develop, maintain, assess and revise the Foundation Communication Plan, as needed, including clear objectives, goals, audiences, tools, timetable, and evaluation criteria.
- Participate in the development of special Foundation projects, such as the 'Year of Navy Supply', the development of the History of the U.S. Navy Supply Corps and other projects undertaken by the Foundation.
- Serve as advisor to the Foundation's Communications Committee.

- Ensure all external and social media news items receive public affairs clearance prior to release.
- Draft written development products, with the Chair of the Development Committee, that support achievement of Foundation goals to grow the financial resources of the organization, including but not limited to:
 - Letters
 - Brochures
 - Power Point Presentations
- Oversee the development and maintenance of a robust communication portfolio that advances the Foundation's mission, vision, programs, and strategic plan and further the organization's messages, in collaboration with the Foundation's graphics staff. Elements of the portfolio include but are not limited to:
 - Command brief
 - Organizational brochures
 - Display boards
 - Posters
 - Video productions
- Create and maintain Foundation template for all Power Point presentations.
- Create logos and letterhead templates for Chapters using Adobe Illustrator template or similar application.
- Manage and run the monthly Senior Leadership Communication Call, including but not limited to agenda development, call facilitation, and feedback to leadership.
- Manage and administer the Scholarship Recipient 'Video Selfie' Program.
- Provide support and mentoring to the Foundation communication's staff.

Editor-in-Chief and principal writer of The OAKLEAF

The OAKLEAF Editor-in-Chief leads the production, coordination and execution of the organization's Magazine. This requires innovative fusion of the Foundation's many program efforts, Chapter events, and community news into a dynamic, hard-hitting magazine. The incumbent must demonstrate the ability to effectively engage with all elements of the Foundation to ensure the magazine captures and delivers a comprehensive view of all the great work the Foundation does in support of the Navy Supply Corps community.

The Editor-in-Chief drives the build and production of three issues of The OAKLEAF (in March, July and November) every year, including but not limited to:

- Planning, development and final decisions on content for each issue. This includes selecting and recruiting interviewees who reflect the Foundation's goals and objectives

- Developing and writing original content, including, but not limited to:
 - Board Profiles
 - Scholarship Profiles
 - News articles
- Working with Committee Chairs and senior leadership to secure appropriate content for each issue of The OAKLEAF.
- Rewriting for clarity and in accordance with AP Style guidelines all submitted content and/or edits all articles.
- Providing original photographic content.
- Creating layout for newsletters (print and PDF for online) as scheduled by the Foundation.
- Reviewing/rewriting copy for clarity, correct grammar and style, using AP Style guidelines, prior to inserting in layout.
- Preparing photos for use in layout, proofing final layout, and providing PDF files for review by specified Foundation officers prior to release.
- Providing layout package to the printer and coordinating with Foundation Database Manager and Foundation Administrative Assistant to provide a mailing list to the printer for distribution.
- Preparing the final PDF with URL links and bookmarks for posting to the website. Provide the final PDF for web to the Foundation Web Manager for posting.

Required Skill Sets

Interested applicants should have demonstrated the following skills:

- Public Affairs experience:
 - Outstanding communications skills with the ability to clearly present concepts verbally and in writing.
 - Clear track record developing and implementing comprehensive corporate communication plans.
 - Knowledge, understanding and proficiency in current trends in digital media/social media.
- Editor experience.
- Proven experience writing and editing for publication.
- Strong writing, editing, proofreading, layout and design and professional printing/publishing skills.
- Professional experience.
- Confident communicator and presenter.
- Excellent organizational, planning and time management skills.
- Demonstrated wide degree of creativity and latitude.

The applicant should be self-motivated and have demonstrated good judgment in all previous work history. Additionally, the applicant should have knowledge of U. S. Navy Public Affairs guidelines and knowledge of the Navy Supply Corps community.

Qualifications

Interested individuals should furnish the following items:

- Description of experience in all phases of communications.
- Examples of 3 or more written corporate communication products including communication plans, feature articles, development tools (including letters, brochures, etc.).
- Testimonials from past clients or organizations.

The position is performed remotely with occasional travel to include the Foundation office in Athens, GA; attendance at the biannual board meetings; and special projects in other locations as needed by the Executive Committee.

Compensation will be commensurate with the level of experience and work performed. The compensation will be a flat monthly rate. Interested individuals should submit their resume and qualifications no later than 20 June 2018 to:

Chief Staff Officer
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