Director, Communications

The Regional Transportation Authority (RTA), located in downtown Chicago, is currently accepting applications to fill the **Director, Communications** position. As the oversight agency for the three transit Service Boards that provide two million daily rides throughout the six-county region, the Regional Transportation Authority (RTA) believes successful communications are essential to build and sustain support for public transportation.

Under the direction of the Executive Director, the Director of Communications is responsible for a broad range of strategic content that supports the Regional Transportation Authority (RTA) in its oversight of the three Service Boards (CTA, Metra, and Pace) that provide transit services in the six-county region of northeastern Illinois. In printed publications, websites, external relations, marketing campaigns, and more, the Director ensures that RTA messages are consistently and impactfully communicated to diverse audiences that include local governments, transportation planners and implementers, advocacy groups, residents, news media, and the general public.

This position serves the RTA Chairman, Board Members, and Executive staff in their communications, particularly public speaking engagements, and media interviews. Manages three full-time communicators skilled in editorial, design, and community engagement, leading their team-based efforts to increase the understanding of the RTA’s role within the region and state and to advocate the RTA’s strategic priorities. Collaborates with senior staff to develop content that ranges from technical reports for specialized audiences to non-technical materials for broad audiences. Establishes and maintains cooperative relationships with representatives of the media, the Service Boards, public interest groups, and other relevant parties. Manages communications-centric projects, including oversight of consultants whose skills (e.g., design for print and web) leverage those of the Communications staff.

**Responsibilities include but are not limited to:**

1. Through the RTA annual work plan, develops and executes a strategic approach to proactively informing the public of RTA activities and priorities, while coordinating with the Service Boards as appropriate.

2. Is responsible for RTA maintaining the highest standards of quality and accuracy in its materials, whether external or internal.

3. Provides relevant input as part of the agency’s strategic decision-making process.

4. Works to continually improve efficiency in the production of materials, including processes to review reports, press releases, presentations, web content, and internal documents.

5. Oversees consultants (and budgets) as needed for public relations, communications, marketing, graphic design, and advertising.

6. Supports RTA Equal Employment Opportunity objectives by communicating EEO policies to staff and monitoring results.

7. Ensures confidentiality of all sensitive information.
Director, Communications

8. Performs other related duties as required or assigned that contribute to the effectiveness of
the department/division and RTA.

The ideal candidate will have Knowledge, skills, and mental development equivalent to the
completion of a bachelor’s degree in Public Administration, Public Relations, Journalism,
Communications or related field; Master’s degree preferred, or equivalent work experience required.

A minimum of seven (7) years of progressively responsible experience in in non-profit, governmental,
or corporate public relations. Track record of successfully managing and mentoring staff. Should have
a strong outreach network in public transit or regional planning, including familiarity with key
influencers. Knowledge of how public policy goals are pursued at the nexus of local, state, and federal
government.

The ability to assess complex data and financial information, including how to make it engaging for a
wide range of audiences. Excellent verbal and interpersonal skills. Must write clearly, concisely, and
persuasively for a wide range of audiences. Firm understanding of political and transportation policy
issues. Effective leadership of informational campaigns to persuade audiences both technical and
non-technical, both highly targeted and very broad. Strong skills in problem solving and decision
making, including management of projects, budgets, and consultants. Ability to prioritize multiple
tasks and projects while enforcing deadlines and maintaining high standards of quality and accuracy.
Leadership qualities applicable to supervising, coaching, and team building. Excellent computer skills,
particularly Microsoft Office suite, with a passion for technical innovation. Deep understanding of
how the web and social media are integral to informing the public and achieving agency goals.

**Salary Mid-Point: $145,117**

**Salary Range: $116,094 to $174,142**

*Candidates can expect salary offers that range from the minimum to the mid-point of the salary
range. RTA provides full pay ranges so candidates can consider their growth potential.*

The RTA offers a competitive compensation and benefits package. Relocation is not available. For
more information about the RTA, visit our website at [www.rtachicago.com](http://www.rtachicago.com). Please submit a cover
letter and resume to:

Regional Transportation Authority
Human Resources, Attn: 20-DC
175 W. Jackson, Suite 1550
Chicago, IL 60604

To apply on-line, go to: [https://rtaweb01prd.rtachicago.com/jobposting/?job=245](https://rtaweb01prd.rtachicago.com/jobposting/?job=245)

An Equal Employment Opportunity/Affirmative Action Employer