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| Job Title: | Director of External Affairs | Reports To: | President and CEO |
| Department: | Corporate | Location: | Savannah |
| Job Description |
| Role and ResponsibilitiesThe Director of External Affairs reports to the President and CEO and provides support and strategic guidance to other members of the executive team. The Director is responsible for the Company’s outward-facing communications with media, government officials, and community representatives. The Director works closely with Company executives and leadership to advance strategic priorities, anticipate issues, respond to opportunities, identify project needs, build strong relationships with stakeholders, and manage deadlines.The ideal candidate will be a detail-oriented, highly organized, professional with outstanding interpersonal and communication skills, a commanding knowledge of government relations, and a passion for strategic problem-solving. |
| Expectations:* Under the guidance of the President and CEO, directs the public relations, government relations, and community affairs for Dulany Industries, Inc.
* Provides leadership and supervision to public and government relations contractors
* Develops and coordinates marketing strategies for Dulany Industries, Inc.
* Serves as the Company’s primary spokesperson for media and public interviews
* Provides oversight of all Company external communications, including maintaining Company websites, LinkedIn pages,company newsletter, brochures, etc.; creates Company marketing materials such as PowerPoints, white papers, etc.
* Develops strong relationships with local stakeholders in Savannah, GA, as well as Augusta, GA, Wilmington, NC, and Norfolk, VA to advance strategic priorities, anticipate issues, and identify opportunities to improve external impact
* Coordinates Company’s charitable contributions and represent Company at community events

Other Duties* Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice
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| Education and Certification Requirements* Minimum requirements: Bachelor’s degree
* Minimum four years experience with external affairs activities, including promotional campaigns, government affairs, public speaking, or working with television, radio, and print media
* Writing sample will need to be provided
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| Reviewed By: |  | Date: |  |
| Approved By: |  | Date: |  |