Director for Public Policy, Development, Media and External Relations (Center for Puerto Rican Studies) Hunter College in New York, New York

POSITION DETAILS
The Centro de Estudios Puertorriqueños/Center for Puerto Rican Studies is a university-based research institute, housed at Hunter College, whose mission consists of two components. One is to collect, preserve and provide access to archival and library resources documenting the history and culture of Puerto Ricans. The other is to produce, facilitate, and disseminate interdisciplinary research about the diasporic experience of Puerto Ricans and to link this scholarly inquiry to social action and policy debates. Centro serves as a national convener and source of information for the stateside Puerto Rican Diaspora. Centro’s conferences and events provide a safe space to discuss difficult policy and political issues where participants acknowledge differences in perspectives yet seek to find common ground moving forward.

Reporting to the Centro Director, the Director for Public Policy, Development, Media and External Relations will oversee communications and design innovative approaches for Centro’s efforts to enhance and extend our brand nationally and internationally and impact key audiences’ including external stakeholders to participate in the public policy agenda for the island. The Director will play a key role in forging Centro’s response to events currently effecting Puerto Rico and its citizens living in the United States. For example, Hurricane Maria devastated Puerto Rico at a time of great financial difficulty for the island and its residents, leaving behind widespread destruction and a humanitarian crisis. It is imperative that Centro maintains public awareness of disaster relief efforts and engagement, not just in the emergency phase but also during recovery and reconstruction.

In addition to the CUNY Title Overview, the Director will perform the following:

A. Development responsibilities include:
   • Write proposals and grants to fund public policy research projects
   • Working with Centro’s Director to develop and implement innovative strategies for fundraising from individuals, corporations, and foundations to support the operation and vision at Centro, including future capital and endowment campaigns.
   • Cultivating partnerships with foundations and/or corporations.
   • Coordinating the process of collecting data and researching grants for research projects.
   • Coaching staff on grant applications, deadlines, renewals, updates and report writing.
   • Managing corporate sponsorship initiatives and development volunteer opportunities.
   • Maintaining and expanding Centro’s base of individual and corporate giving.
   • Researching and identifying new individual and corporate funding sources.

B. Media and external relations responsibilities include:
   • Supervising the following communications elements: community relations, partner relations, outreach, data sharing and collaboration, and overseeing media relationship management.
   • Developing a media strategy and supervising media relations.
   • Building Centro’s relationships with the media, the community, and key partners.
   • Managing media opportunities and maintaining external communications with key stakeholders.
   • Planning, organizing and overseeing special events.
   • Participating in Centro-wide activities such as committees and meetings focused on enhancing media and external relations.

C. Public Policy:
   • Conduct research and disseminate findings regarding public policy issues affecting Puerto Rican/Latino communities in large metropolitan centers in the areas of: Puerto Rican fiscal and humanitarian crises: pre and post-Hurricane Maria, demographics, political participation
• Utilize both qualitative and quantitative research methods in the conduct of public policy research.
• Produce and supervise research staff in drafting reports, journal articles, policy briefs, press statements, opinion-editorials, and action alerts.
• Supervise research assistants and support on projects prepared by other staff
• Support and perform other policy-related duties as assigned by the Director.

QUALIFICATIONS
Bachelor’s degree and eight years’ related experience required.
The following qualifications are preferred:
• Experience in the implementation of the responsibilities described above.
• Advanced academic degree in relevant fields such as public policy, fund-raising and development, mass media and public relations.
• English and Spanish fluency.

CUNY TITLE OVERVIEW
Directs College communications and public relations efforts.
• Establishes goals consistent with the College mission and works collaboratively with senior management to develop short- and long-range plans to further College outreach
• Develops and maintains comprehensive press, public relations, and internal communications strategies
• Represents the College to a variety of external and community organizations, establishing good working relationships and two-way communications on areas of common interest
• Oversees College web site and other major communications vehicles, such as publications
• Plans, organizes, and implements special events including conferences, receptions, and informational programs
• Develops and implements campaigns to foster awareness of College activities and initiatives
• Researches and develops speeches and other critical communications by senior management
• Maintains media relationships and serves as spokesperson representing the College
• Identifies and leverages opportunities to promote the visibility and reputation of the College.
• Performs related duties as assigned.

Job Title Name: Communications and College Relations Director
CUNY TITLE
Higher Education Officer
FLSA
Exempt

COMPENSATION AND BENEFITS
Salary commensurate with education and experience.
CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.
HOW TO APPLY  Go to: https://cuny.jobs/new-york-ny/director-for-public-policy-development-media-and-external-relations-center-for-puerto-rican-studies/01417AB4C0B34124A7DC809066D074E1/job/

Click on the "Apply Now" button and follow the application instructions. Please have your curriculum vitae/resume and scholarly interest or cover letter with names and contact information of 3 references available to attach into the application before you begin. Please note that the required material must be uploaded as ONE document. The document must be in .doc, .docx, .pdf, .rtf, or text format- and name of file should not exceed ten (10) characters. Incomplete application packages will not be considered.

CLOSING DATE
Open until filled with review of applications to begin March 16, 2018.

JOB SEARCH CATEGORY
CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY
CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

Job Title: Director for Public Policy, Development, Media and External Relations (Center for Puerto Rican Studies)
Job ID: 18329
Location: Hunter College
Full/Part Time: Full-Time
Regular/Temporary: Regular