Creative Director

The Creative Director will lead the social media, communications, and marketing work of CEOs for Cities.

This position is full-time in the national headquarters office at Cleveland State University’s Levin College of Urban Affairs. The position offers a competitive salary and benefits package. Interested parties should apply at www.ceosforcities.org/apply by February 14, 2014. Anticipated start date is early/mid-March 2014.

Qualifications:
- Strong technology, social media, and graphic design skills required
- Strong knowledge of and experience with powerpoint, keynote, and/or prezi required
- Excellent written and verbal communication and internet skills
- Strong interest in urban and/or public policy issues
- Very creative and entrepreneurial
- Self-starter who initiates projects, makes suggestions, and generates new ideas
- Great interpersonal skills
- Strong, flexible team player with a positive attitude, open to new ideas and change
- Willingness to assist all members of the team whenever necessary
- Strong work ethic
- Strong organizational skills with a keen attention to detail
- Ability to multi-task and prioritize pressing work effectively

Responsibilities:
- Develop and lead a strategic social media, communications and marketing plan
- Serve as Managing Editor of the weekly e-newsletter
- Assist CEO with preparation of PowerPoint/Prezi presentations
- Assist in development of branding materials such as brochures, videos, etc.
- Assist in redevelopment and redesign of CEOs for Cities website
- Assist with the logistical planning for all National Meetings and other multi-day events throughout the year
- Assist in preparation of a book about cities

Overriding CEOs for Cities Teamwork Principle:

The smaller the organization, the more important it is that team members can think on their feet, adapt quickly to shifting priorities, and do whatever it takes, regardless of role or position, to get things done. Great CEOs for Cities team members know, often even without being told, when there's a problem, issue, or project that needs help and support, and jump in to help—even if it's not in their job description.