



OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Manager of Civic Engagement
Division: Civic Engagement
Location: Chicago, Illinois
Salary: Commensurate with experience

Overview: Plans, coordinates and assists the Chief Communications & Civic Engagement Officer with the daily operations of the Civic Engagement Division. Responsible for the promotion of all programs offered by Illinois State Treasurer's Office. The individual in this position works closely with the Chief Communications & Civic Engagement Officer to ensure that staff within the division is efficiently promoting and creating opportunities to advance and advocate the various programs and services offered by the Illinois State Treasurer's Office (ISTO). Work performed includes: managing assigned staff, reviewing marketing efforts to meet the administration's priorities and initiatives; developing activities and methods to promote the Treasurer's programs; and coordinating marketing resources.

Duties and Responsibilities:

- Manages and supports Community Affairs Specialists and Marketing Representatives et al. to ensure advancement of business relationships with the current contact portfolio to create opportunities for all office programs offered by the ISTO.
- Provides guidance and support to Community Affairs Specialists and Marketing Representatives et al. to ensure creation of new relationships to open opportunities for ISTO programs.
- Oversees the planning, management and execution of various special events throughout the year (i.e. Women's History Month).
- Provides support to the Scheduling and Advance team to schedule events, advance, drive and staff, as needed.
- Works with Human Resources to manage all personnel-related matters regarding staff under the manager's supervision.
- Authorizes travel vouchers and documentation ensuring proper adherence to travel regulations of the state and the Treasurer's office.
- Supports implementation of various marketing plans, which includes sponsorship opportunities.
- Provides support on strategic outreach planning to enhance the effectiveness of the office communications to the public.
- Provides constituent services as needed.
- Conducts research on opportunities for advancement of all programs offered by ISTO.
- Manages budget for Civic Engagement team, while also making sure staff has the materials, official attire, signage and equipment to effectively perform their duties.

Education and Work Experience: Bachelor's degree in business or related field; eight (8) or more years related work experience, five (5) or more years management experience, preferably union employees; OR any equivalent combination of education and experience that provides the required knowledge, skills, and ability to carry out the duties of the position.

Application Process: Send completed application including letter of interest and resume via email to:

HR@illinoistreasurer.gov

http://www.illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities

Equal Employment Opportunity Employer. Applicants must be lawfully authorized to work in the United States.

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