

Head of Global Communications

POSITION DESCRIPTION AND KEY RESPONSIBILITIES

The Head of Global Communications reports to the Secretary General of the International Energy Forum and also serves as the Director of the Communications Division.

The individual is first and foremost is the chief media strategist of the organization and is part of the leadership team guiding the strategy and flagship events of the IEF. In addition, he/she is the IEF's chief spokesperson, handles the day-to-day activities associated with media relations including media inquiries, relationship building with key journalists, managing omni-communications and working with divisional colleagues to ensure consistent and focused messages.

He/she will be responsible for shaping, standing up and managing the communications functions at the organization and expected to be a hands-on and experienced communications professional.

The Head of Global Communications is a member of and works with the IEF leadership team to proactively manage the reputation of the organization through a comprehensive, strategic media relations plan and program. He/she has the lead in managing relations with international and energy news media. He/she develops, manages and implements all media strategies and activities in support of major announcements, ongoing and future projects as well as promoting the IEF mission.

The individual staffs and arranges interviews for the Secretary General, and other senior leaders, providing and/or editing supporting messaging and background materials.

Specific responsibilities:

- Serves as chief strategic communications manager to align key public affairs priorities of the organization.
- Serves as Managing Editor of the IEF website and other external publications.
- Develops and edits briefing materials, speeches and talking points for events and media engagement.
- Serves as the primary leader responsible for media relations and digital engagement strategy and develops protocols for managing both proactive and reactive media opportunities.
- Develops and implements a communications plan for the organization.
- Oversees development and deployment of strategic social media program to augment the overall communications plan that supports the organization mission.
- Works closely with colleagues to ensure broad understanding of and alignment with external communications strategies.
- Develops and maintains productive relationships with key members of the international and energy media to help create an understanding of the IEF and its reinvigorated mission and modernized agenda.
- Takes a lead role in developing and implementing media activities including messaging, press releases, website content, op-eds and Q&A documents as well as other measures to support the communications function.
- Coordinates a proactive media strategy for all key message streams and is responsible for managing the company's editorial calendar.

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

The successful candidate will be a strategic thinker with proven leadership, communications and diplomatic skills. This individual will have significant experience in the energy sector, managing communications, outreach and public affairs activities for a significant entity or organization.

Additional qualifications will include:

- A minimum of 7+ years progressively responsible experience in communications, including a track record of working extensively with major media organizations.
- A solid understanding of global energy issues, international affairs and diplomacy.
- Hands-on experience in managing a public affairs function with a solid reputation for integrity and follow-through; trustworthy with sensitive information.
- Have demonstrated knowledge and experience in placing digital content across multiple platforms with proper reach and significant effectiveness.
- Demonstrated track record of working with and earning the trust and confidence of high-profile organization, corporate or government leaders and serving as a trusted advisor/counselor.
- Exceptional written and oral communications skills are essential.
- Outstanding personal communicator with the stature and presence to represent the organization.
- Ability to persuasively communicate complex concepts and programs to the media and other stakeholders.
- A proven track record of delivering high volume and high-quality work.
- Excellent analytical and organizational skills.
- A collaborative style and comfortable in working in a diverse, international, and multi-cultural professional environment.
- Ideal candidates will have some experience in the energy sector, but IEF is open to other sectors and backgrounds, particularly for candidates who are considered “best athletes” in external communications.

EDUCATION

An undergraduate degree is required, and an advanced degree in a relevant field is an advantage.

COMPENSATION

A competitive compensation package in line with other international diplomatic organizations will be provided to attract outstanding candidates.

SEND COVER LETTER AND CV TO:

hr@ief.org

Only short-listed candidates will be contacted.