Job Description

Location: Hattie Mae White
Department: Instr Media - Strategic Comm
Area: Northwest
Contract Months: 12
Salary Range: $150,000.00 – $175,000.00
Academic Year: 24-25

JOB SUMMARY
The Director of Public Affairs and Events will be responsible for managing executing the vision of success for engagements with multiple stakeholder groups including: Houston community business and non-profit partners and local elected officials. This includes creating an engagement calendar and engagement materials, logistics coordination and outreach. It requires strong project management skills, the ability to build and maintain trusting relationships with multiple stakeholder groups, and the ability to coordinate internally in order to create content aligned to the district's priorities. Furthermore, this individual is responsible for planning and managing small, medium, and large scale events. Ultimately, this role stewards the District’s message to the broader community and amplifies the transformational efforts underway in Houston ISD.

MAJOR DUTIES & RESPONSIBILITIES
List most important duties first
1. Execute on vision of success for small, medium, and large-scale engagements, special events, briefings with community partners, and all other events as determined by the Deputy Chief of Public Affairs and Board Engagement.
2. Coordinate with the Executive Director of Government Relations on district engagements with elected officials.
3. Foster and maintain relationships with elected officials, community leaders, and other stakeholders.
4. Coordinate and execute logistics, including venue selection, catering, and technology
requirements.
5. Manage the Coordinator of Public Affairs and Events to execute event strategy.

MAJOR DUTIES & RESPONSIBILITIES CONTINUED
6. Develop and implement communication plans to support district events and objectives.
7. Ensure all communications are clear, professional, and aligned with district standards and objectives.
8. Draft, review, and edit written materials for events.
Maintain consistency in messaging and tone across all written materials.
9. Coordinate across departments to ensure events are executed smoothly and professionally, reflecting positively on the district.

EDUCATION
Bachelor’s degree

WORK EXPERIENCE
Minimum of 3 years of experience in a leadership role, preferably within a similar industry or organization.

SKILL AND/OR REQUIRED LICENSING/CERTIFICATION
Excellent communication and interpersonal skills, with the ability to effectively engage and influence stakeholders at all levels.
Demonstrated ability to build and maintain positive relationships with internal and external stakeholders.
Strong project management skills, with the ability to manage multiple priorities and meet deadlines.
Knowledge of relevant industry regulations, compliance standards, and best practices.
Ability to adapt to change through organizational transitions.
Commitment to diversity, equity, and inclusion principles and practices.
Strong ethical standards and integrity in decision-making.
Professional certifications or memberships relevant to the industry or leadership role are desirable.

LEADERSHIP RESPONSIBILITIES
Executes upon strategic vision with excellence.
Manages small team against key metrics and outcomes.
Supports senior leadership team, including Chief of Public Affairs and Communications and Deputy Chief of Public Affairs and Board Engagement.

WORK COMPLEXITY/INDEPENDENT JUDGMENT
Work is non-standardized and widely varied, involving many complex and significant variables including significant time spent planning, evaluating complex solutions and issues, and negotiating outcomes. Strong analytic ability and inductive thinking are frequently required to devise new approaches to situations where previously accepted solutions have proven inadequate. Position regularly makes recommendations to management on areas of
significance to the division. Supervision received typically consists of providing periodic coaching, advice and feedback.

BUDGET AUTHORITY
Participates in a group plan and/or budget development.

PROBLEM SOLVING
Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect multiple departments across HISD. Job is frequently expected to recommend new solutions to problems, to improve existing methods/procedures/services and generate new ideas. May also review decisions made by other individuals on more routine matters.

IMPACT OF DECISIONS
Decisions have considerable impact to multiple divisions or the district causing risks or improvements to relationships, significant efficiencies or delays in operations, and/or significant financial gains or expenses. Errors are serious and difficult to discover, normally involve decisions not subject to detailed review and will result in excessive costs and/or significant project delays.

COMMUNICATION/INTERACTIONS
Negotiate and influence - interprets department strategies and services, resolves conflicts, influences outcomes on matters of significance for the division, conducts final negotiations and coordinates approvals/decision making below the executive level. Interactions are typically with customers and Top Management.

CUSTOMER RELATIONSHIPS
Regularly assesses and diffuses complex, and escalated customer issues. Takes personal responsibility and accountability for solving systemic customer service problems. Regularly explores alternative and creative solutions to meeting the needs of the customer within HISD’s policies and guidelines.

WORKING/ENVIRONMENTAL CONDITIONS
Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements. Ability to carry and/or lift less than 15 pounds.

Houston Independent School District is an equal opportunity employer.