



Greater Wichita
Partnership

GREATER WICHITA PARTNERSHIP

Public Relations Manager/External Communications Manager

August 2022

ABOUT THE GREATER WICHITA PARTNERSHIP

The mission of the Greater Wichita Partnership (Partnership) is to align resources and focus the business community on common strategies that fast-forward economic growth in Wichita and South-Central Kansas. The Partnership focuses on three key priorities: jobs, talent, and quality of place.

ABOUT DOWNTOWN WICHITA

Downtown Wichita (Downtown) amplifies the energy, capital and growth of downtown by empowering residents, visitors, and businesses to explore the possibilities of our city's core. The mission is to cultivate opportunities that revitalize and enhance Wichita's urban core as we collaborate with stakeholders to stimulate investment and interest in downtown.

POSITION DESCRIPTION

The Public Relations Manager manages and coordinates the Partnership's communications strategies with the stakeholders to support the work being done to drive the growth of the Greater Wichita region. The individual is responsible for actively executing local, regional and national public relations activities and engagements.

The Public Relations Manager supports the Partnership and Downtown's communications and marketing team in creation of a variety of initiatives designed to promote the Partnership and Downtown's overall public image and projects. The Public Relations Manager is responsible for duties to aid in the development and implementation of the organizations' communications strategies, including:

- Writing a multitude of different pieces for a variety of platforms
- Planning and implementing public relations programs and events designed to create and maintain favorable outcomes for the organization.
- Serving as the main media liaison during events and for partners, sponsors, media outlets at the national, regional, and local levels
- Organizing and managing events, news conferences and economic development announcements.
- Cultivating, developing, and maintaining proactive media relationships; maintain a media contact database.
- Working with various internal and external teams to achieve outcomes.



Greater Wichita Partnership

- Developing publications, presentations, announcements, talking points, speeches and articles that help define the brand identity of the organization and communicate information to the broader community.
- Conducting interview preparation as needed.

Successful integration and collaboration with other Partnership and Downtown areas is critical to achieve the overall organizational mission. This role reports to the EVP of Strategic Communications and collaborates across the entire organization.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES

- Bachelor's Degree in Public Relations/Communication
- 3-4 years' experience in public relations and/or writing
- Experience writing, editing, and developing publications/announcements for a variety of audiences and platforms is an absolute requirement
- Experience with AP and/or Chicago styles of writing
- Experience with Adobe Creative Suite
- High level of initiative with ability to self-motivate, and highly detail oriented
- Ability to work in a fast-paced environment
- Strong advocate with high level understanding of brand voice
- Strong organizational and proofreading skills
- Strong verbal and written communication skills. Must be able to communicate clearly and concisely through a variety of platforms. Communications may include formal business writing, public announcements, online or email communications, telephone and in-person communications.
- Strong skills with Microsoft Office Suite

WORK ENVIRONMENT / PHYSICAL REQUIREMENTS

Works tasks are generally performed in a controlled, office environment using computers and other office equipment. The role requires the employee to:

- Stand and walk daily basis
- Sit or stand for long periods of time
- Occasionally bend, stoop, squat, and twist
- Occasionally lift and carry up to 25 pounds and push or pull up to 50 pounds
- Visualize a computer screen on a daily basis
- Talk with and listen to others on a daily basis
- Valid driver's license

Works outside of core business office hours as needed.



Greater Wichita
Partnership

COMPENSATION AND BENEFITS

Compensation is commensurate based on experience and qualifications. The position is not eligible for overtime compensation, but every effort is made to recognize excess time worked and adjust schedules accordingly when work allows.

Benefits package includes company-sponsored health and dental insurance plan, paid sick leave, vacation time and holidays and an employer-paid life and long-term disability insurance plan.

Employee can also participate in 401(K) retirement savings plans with an employer match. The Greater Wichita Partnership is an equal opportunity employer.

Please include resume, cover letter and references.

Job Type: Full-time

Pay: \$74,000.00 - \$104,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan

Schedule:

- 8 hour shift

Ability to commute/relocate:

- Wichita, KS 67202: Reliably commute or planning to relocate before starting work (Required)

Education:

- Bachelor's (Required)



Greater Wichita
Partnership

Experience:

- Public relations or writing: 3 years (Required)
- AP and/or Chicago writing style: 2 years (Required)
- Microsoft Office Suite: 2 years (Required)
- Adobe Creative Suite: 2 years (Required)

Work Location: One location

Please include resume via email only and preferably in pdf format to –
client.connect@aghlc.com.