



**New Jersey Board of Public Utilities**  
NJ Board of Public Utilities  
44 South Clinton Avenue  
P.O. BOX 350  
Trenton, NJ 08625



## **Notice of Job Vacancy**

**JOB POSTING #: 21-2021**

**DATE OF POSTING:** May 06, 2021

**DATE OF CLOSING:** May 27, 2021

**TITLE:** Director of Communications

**SALARY:** Commensurate with Experience

**EXISTING VACANCIES:** One (1)

**WORKWEEK:** NL

**DIVISION/LOCATION:** Board of Public Utilities  
Office of Communications

**DESCRIPTION:** Under the direction of the Chief of Staff, the Director of Communications is responsible for developing, implementing, and maintaining a communications strategy consistent across all traditional media and digital platforms that aligns with the New Jersey Board of Public Utilities' (NJBPU) Mission; effectively communicates the NJBPU's role as the State's utility and clean energy regulator; and amplifies the public policy goals and priorities of the Administration, especially as it pertains to achieving 100% Clean Energy by 2050. The Director supervises the Division of Communications staff; draft speeches, press releases, and other materials; and oversees the provision of information to the public regarding NJBPU programs, policies, and Board actions.

### **Work Responsibilities:**

- Directs the development and implementation of strategies communicating the NJBPU's role as the State's utility regulator and administrator of New Jersey's Clean Energy Program including the Agency's editorial calendar, proactive statements, press releases, and responses to media inquiries.
- Directs all activities related to the external communications of the NJBPU including but not limited to, the writing or approval of speeches, talking points, and correspondence for the President, Commissioners, and Senior Management as needed.

- Directs all program activities related to the development and production of internal and external publications, such as listserv email announcements, annual reports, newsletters, and publications designed to provide information to the public.
- Oversees the content management and design of the NJBPU's external facing websites and the Agency's intranet.
- Collaborates with staff to develop outreach strategies designed to solicit input and feedback for all campaigns, and initiatives.
- Manage contracts with external vendors, develop creative briefs and oversee project timeline and deliverables.
- Oversees marketing of the New Jersey Clean Energy Program, including management of external marketing vendor.
- Tracks, reviews, and manages media coverage for the BPU.
- Makes recommendations to the Chief of Staff regarding communications policies and operations.
- Completes other related work as assigned.

**REQUIREMENTS:** Graduation from an accredited college or university with a Bachelor's degree.

**NOTE:** Applicants who do not meet the above educational requirements may substitute additional experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**EXPERIENCE:** Six (6) years of experience in journalism, public relations, or a related field, two (2) years of which shall have been in a supervisory capacity.

**NOTE:** A Master's degree in journalism or a related field may be substituted for one year of experience.

The successful candidate will possess and demonstrate a broad range of managerial and leadership skills, including strong communication, written and interpersonal skills; thorough problem analysis with the ability to take ownership and drive responsibilities through to completion; creative thinking; prudent decision making, and sound judgment. The ability to manage, develop and delegate to staff, coordinate and lead interdepartmental cooperation and understanding the importance of organizational awareness is required.

**NOTE:** We value inclusion, integrity, innovation, empowerment, and hard work above all else. Candidates with relevant undergraduate or professional experience are encouraged to apply, as

are candidates who have shown a strong commitment to remedying the historical under-representation of people of color in energy through their work promoting equity, inclusion, and diversity as well as through their own lived experiences

**OPEN TO THE FOLLOWING:** Open to NJ Residents.

**HOW TO APPLY:** Interested applicants should submit a letter of interest, resume, and Personal Relationships Disclosure Form ([Click Here](#)). Please make sure to include the posting number in the subject line via email. All documents must be submitted by the closing date shown above to the following:

**NJ Board of Public Utilities  
Office of Human Resources  
P.O. BOX 350  
Trenton, NJ 08625  
[humanresources@bpu.nj.gov](mailto:humanresources@bpu.nj.gov)**

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey.

Visit us at <https://nj.gov/bpu/>

**The New Jersey Board of Public Utilities is an Equal Opportunity Employer.**