
EMPLOYMENT OPPORTUNITY

Position title: Director of Communications & External Affairs
(Exempt Position)

Annual Salary: \$95,808 - \$103,608

Final File Date: June 6, 2008 or Until Filled

Duties and Responsibilities:

Serving as a member of the California Earthquake Authority's (CEA) executive staff, the Director of Communications & External Affairs is a hands-on communications strategist with diverse experience in media relations and marketing communications. The Director reports directly to (and works under the general supervision of) the CEA's Chief Executive Officer, and oversees the activities of the Communications & External Affairs Department.

As an executive, the Director has managerial and administrative responsibilities for CEA communications staff, including employees and on-site contract staff as well as external contractors that provide professional communications and media services to the CEA. In addition, the Director is responsible for: agent and consumer education and services; media relations; legislative activities; and the development, coordination, and framing of statewide messaging, marketing, and advertising for CEA products and services, by the CEA alone and in combination with other organizations, both governmental and private.

The incumbent may serve as the CEA's primary spokesperson in legislative hearings and meetings, at stakeholder and media events, and at conferences and events throughout the state and the nation that pertain to CEA activities generally and those within the responsibility of the Communications & External Affairs Department. In addition, the Director is responsible for in-depth analysis and advice to the CEO and the CEA executive staff, and to the CEA's Governing Board and Advisory Panel, both internally and at public meetings, regarding communication issues and trends in catastrophe preparedness, education, mitigation, and insurance, on local, state, and federal levels.

The incumbent will be a vital part of a unique, dynamic organization with an international reputation for innovation and leadership on issues of catastrophe insurance, earthquake-loss mitigation, and disaster preparedness. The CEA's Communications and External Affairs Department is at the forefront of these efforts, and the accomplishments of its Director will fill a critical leadership role within the CEA.

Minimum Qualifications:

- Baccalaureate Degree in communications, journalism, marketing or related field.
- At least five years experience in strategic communications, public relations and media relations.
- Exceptional leadership, relationship-building, strategic planning and motivational skills, excellent verbal/written communication skills, editing skills, project management, organizational, interpersonal and time management skills.
- Commitment to diversity and ability to successfully relate/interact with diverse groups of people.
- Ability to establish rapport effectively with a wide variety of people and project a positive organizational image.

Preferred Qualifications:

- A wide degree of creativity and latitude is expected.
- Strong interpersonal and management skills are required.

Compensation and Benefits:

The State of California benefit package includes:

- Retirement contributions into the California Public Employees' Retirement System
- Vacation and sick or annual leave
- Medical, dental and vision insurance
- Life insurance of \$50,000 basic plus \$50,000 Accidental Death and Dismemberment
- 13 holidays plus one personal day per year
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan.

Excluded Employee Relocation Criteria:

Applicants may be eligible for reimbursement of relocation expenses for lodging, meals, incidentals, mileage, sale of residence, and moving and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the Department of Personnel Administration.

Review and Selection Process:

An executive screening committee will conduct a review of all applications. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Director of Communications and External Affairs is an "Exempt" position; therefore appointments to this position and salary are subject to Executive Approval.

The California Earthquake Authority

The CEA is a publicly managed, largely privately funded organization that provides catastrophic residential earthquake insurance and encourages Californians to reduce their risk of earthquake loss.

The CEA is in downtown Sacramento, a block from the Downtown Plaza shopping center. Public transportation stops very near a building entrance; discounted parking is available in the building.

Please visit our Web site at www.EarthquakeAuthority.com to learn more about the CEA.

How to Apply:

1. Qualified persons must complete and file an on-line appointment application with the Office of the Governor at www.gov.ca.gov or www.gov.ca.gov/appointments
2. Qualified persons must also submit a resume of qualifications and experience, and three professional references (name and telephone number) to:

California Earthquake Authority
ATTN: Silvia Fong, Manager, CEA Administrative Services Unit
801 K Street, Suite 1000
Sacramento, CA 95814

For further information regarding this position, please contact Silvia Fong at (916) 325-3800 or fongs@calquake.com