

Federated Energy Services Cooperative, Inc.

Effective Date: June 2019

Job Title: Director of Communications	Dept: Communications
Reports To: FESCO President and General Manager	

Position Summary:

The Director of Communications works within all areas of both LMRE and NCEC to maintain and improve the understanding and support of the members for their FESCO Member Cooperatives. Employee is under the general supervision of the FESCO President and General Manager.

Essential Duties and Responsibilities:

- Maintains and improves the Cooperative's relationships with the general public by providing local media with news stories and information that accurately states the Cooperatives' purpose, objective, concerns, and achievements.
- Works with community leaders within the Cooperatives' service area in identifying and attracting new business development to the Cooperatives' service areas.
- Works with and supports rural development efforts, industrial sites and buildings, housing developments, infrastructures and transportation improvements and other activities aimed at improving the quality of life within the Cooperatives' service areas.
- Maintains positive working relationships with the Regional Growth Partnership, Jobs Ohio, the economic development departments of RUS, CFC, NRECA, Buckeye Power, and local business and industry development officials and other professional people who serve the Cooperatives' service areas.
- Develops annual and long-range departmental plans that will fully and effectively utilize well-trained and managed department personnel to carry out the above objectives in a safe and efficient manner.

All Employee Responsibilities:

- Conveys the Cooperative's mission and values to members through interactions and approach to responsibilities.
- Assist in achieving a high degree of teamwork by performing all other duties and tasks as assigned.
- Maintain a clean, neat and orderly working environment.
- **Perform other duties and tasks as assigned.**

Job Knowledge, Skills and Abilities:

1. Bachelor's Degree in a business or communications related major is required. A Master's Degree in Business Administration or Communications is highly desirable. Additional specialized training and education in related subjects is preferred.
2. 5-10 years of progressive business management or professional staff experience in communications or business management is required. Experience in publishing company annual reports and newsletters is helpful. Experience in planning and coordinating organization's external community relations programs and community and /or economic development preferred.
3. Must have good working knowledge of the principles of public relations, business principles, financial analysis, analysis of business plans, electricity, and cooperative. Should be familiar with federal and state financial aid and development programs. Must be familiar with the Cooperative's policies, rates, and procedures.

4. Must be proficient in the use of a PC, a variety of word processing, spreadsheet, and office organization software.
5. Experience with Office 365 preferred.
6. Must have a valid driver's license.
7. Ability to articulate ideas to both technical and non-technical audiences.
8. Superior analytical, evaluative, and problem-solving abilities.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Frequent travel between Attica and Wellington will be required, as well as occasional after-hours meetings, travel both in-state and between states for training and conferences.

Comment: This is a general description of the responsibilities and duties of this position. It is not intended to be an all-inclusive list.