

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking to fill a full-time Division Director (Marketing & Communication) position. This position is a full-time position in state government. Oklahoma Department of Commerce offers a comprehensive [Benefits Package](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit allowance, [\[Click Here\]](#). The annual salary for this position is up to \$105,000 based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources.

Apply Online

Review of applications will begin immediately. **The deadline to apply is Friday, December 30, 2022.**

POSITION:	Division Director (Marketing & Communication)
DIVISION:	Marketing & Communications
SUPERVISOR:	Brent Kisling, Executive Director
JOB LOCATION:	Oklahoma City
SALARY:	\$90,000 - \$105,000
JOB NUMBER:	J-781

POSITION SUMMARY:

The Marketing & Communications Division at the Oklahoma Department of Commerce provides comprehensive, high-impact marketing solutions for internal clients and external partner organizations. Our overall mission is to help promote the state of Oklahoma as the ultimate location for business development. We strive to get more out of the Agency marketing dollars by using the right approach. We provide a full-service marketing and communications menu, whether in-house or combining our expertise with other partners, to achieve exceptional results for the Agency and our clients.

Our range of services includes:

- branding
- marketing consulting
- graphic design
- content generation and management
- social media

- public relations
- web development
- tradeshow planning and support

The Division Director will work on coordinating marketing projects and will collaborate with both internal and external teams and clients to keep projects on track and moving forward, as well as contributing to content development. The ideal candidate will be proactive, ambitious, self-starter with a positive attitude and the ability to multi-task in a deadline-driven environment. Must be adaptable to same-day turnarounds and rapidly changing priorities.

Qualified candidates must have exceptional communication, organizational, and writing skills. Requires the ability to think creatively, strategically and bring innovative solutions to marketing challenges. Familiarity with marketing tactics, lead generation, creative development, and internet technology is required. Experience is required in managing projects and working with deadlines, and working with printing, specialty, and production companies. Successful candidates must be able to work both independently and in a group setting.

KNOWLEDGE & SKILLS:

- Develop a comprehensive strategic marketing plan for the Agency.
- Create and manage project plans and schedules.
- Excels in professional communication with internal/external teams, clients, and vendors regarding project deliverables and details.
- Manage multiple, simultaneous projects working under the direction of cross-functional team members that may include internal and external resources.
- Create, track and manage estimates and budgets.
- Oversee print production management and vendor coordination.
- Research potential opportunities/solutions for public relations and creative efforts.
- Write, edit, and proof content on a variety of projects.
- Other duties as assigned.

EDUCATION & EXPERIENCE:

Requires a bachelor's degree in marketing, communications, journalism, business or a related field with a minimum of 7 years of related experience in project management and/or marketing.

Some travel is required.

AA/EEO