



Chief Public Affairs Officer

Reports to: CEO

Work Week/Location: 40 hours, M-F; Jefferson City Office / remote

Employment Classification: Salaried, Exempt - Executive

Primary Responsibilities

The MOCADSV Chief Public Affairs Officer is responsible for providing strategic communication and partnership development activities with media, governmental entities, and other allied organizations to advance the mission of MOCADSV. This includes departmental oversight of the development and production of print and digital educational materials and media messaging, as well as establishing and maintaining key partnerships to advance MOCADSV's public health, alliance-building, and public policy initiatives.

Essential Functions

Communications

1. Manage the development and implementation of MOCADSV's communication initiatives.
2. Provide direct supervision, coaching, and development of staff assigned to the public affairs department.
3. Oversee the production schedule for organization's public information sharing efforts.
4. Direct the planning and development of written, visual, online and social media communication materials to ensure a regular and timely release schedule.
5. Assist with development, editing, and production of organizational identity materials to ensure a clear and consistent message.
6. Act as the public information agent of MOCADSV through the coordination of and direct contact with the media through press releases, interviews and statements to the press on behalf of MOCADSV.
7. Direct public engagement/agency branding efforts to meet the goals of the organization.
8. Conduct evaluation and auditing of communication efforts on a regular basis.

Collaborate

1. Participate as assigned in national, statewide, regional or community projects, and provide recommendations based on MOCADSV's public policy and strategic efforts.
2. Analyze existing initiatives of collaborative partners and activities of other states to assist in the development of services and initiatives.
3. Provide technical assistance to members within expertise and job responsibilities.

Research

1. Conduct research to provide technical assistance and programmatic development on topics related to the work of the organization. Identify training, publication and project needs, and collaborate with appropriate staff to implement. Assist with the collection of field-related statistics, and compile reports for MOCADSV distribution and use as assigned.

Management of Personnel

1. Develop and implement plans for staff performance, evaluation, compensation, daily operations and special projects in consultation with the CEO. Provide reports to the CEO regarding personnel issues, staff development, and performance evaluations. Oversee employee orientation. Conduct annual performance reviews for directly supervised staff.
2. Promote effective communication among operations staff and across other departments.



This job description in no way states or implies that these are the only duties to be performed by this employee. They will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

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Advance the Organization

1. Ensure ongoing quality services as well as meaningful connection to members and collaborative partners.
2. Contribute to a work environment that allows team members to be innovative and creative, exercise their ability to think critically, and understand and apply knowledge from the field.
3. Support and recommend the expansion of MOCADSV's reach and influence in order to achieve the mission of MOCADSV.
4. Act as liaison with government entities and non-government organizations. Develop and improve relationships with MOCADSV members, departments and community partners.
5. Contribute to the development and revisions of the organization's policies and procedures.

Qualifications

The successful employee will have:

- Strong skills in writing and verbal communication.
- Degree in related field preferred. At least two (2) years of employee and project supervisory experience required. Prior experience of three years or more in the areas of communications or media preferred.
- Ability to synthesize data, create plans, work out project details, and bring groups together.
- Experienced supervisor, project manager, and have excellent oral and written skills.
- Understanding of statewide membership organizations and government relations. Ability to build and maintain relationships with a variety of organizations and individuals.
- Ability to implement a vision, manage projects, think strategically, focus on details and budgets, exercise good judgement, conduct evaluations, incorporate best practices, get results, lead others and bring groups of people together in agreement on a shared purpose.
- Understanding of statewide membership organizations and government relations.
- Ability to build and maintain relationships with member organizations.

Working Conditions

- Forty (40) hour workweek, extended hours may be required to meet deadlines. Some evenings and weekends may be required based upon business demand.
- Regular use of computer equipment required.
- Requires travel to customer locations both in/out of town.
- Employee may be exposed to outdoor environments and may not be protected from weather conditions.
- Employee may be exposed to moving mechanical parts, moving vehicles, or electrical current.
- The noise level in the work environment may be of sufficient noise to cause the employee to be distracted.

Physical Requirements

- Standing or sitting for long periods.
- Must have ability to travel to member agency sites using a personal vehicle, safely, maintaining proper licensing and insurance coverage, and following company policy.
- Ability, on a consistent basis, to perform work activities requiring cooperation, instruction, persuasion, or communicating with others.
- Ability to communicate effectively in person, in writing, and by telephone with customers.



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Personal Characteristics

The successful individual will demonstrate the following:

Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.

Behave Ethically: Understand ethical behavior and business practices and ensure own behavior and that of others are consistent and in align with the values of the organization.

Respect: Demonstrate respect for individual difference and ability to evaluate perspectives, values, and action that may impact interactions with others, with a commitment to creating a welcoming and supportive environment.

Mission Focused: Support the mission of the organization as it works to end rape and abuse for all.

Build Relationships: Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.

Communicate Effectively: Speak, listen, and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

Focus on Client Needs: Anticipate, understand, and respond to the needs of customers to meet or exceed their expectations.

Organizational skills: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.

Technological Aptitude: Use software applications and maintain skills necessary to effectively perform key responsibilities through use of programs used by organization.

MOCADSV Chief Public Affairs Officer

Job description approved by: _____

Date approved: _____

Reviewed and received by employee: _____

Date: _____



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