

**NEW YORK STATE DIVISION OF HUMAN RIGHTS**

**JOB OPPORTUNITY**

<b>DATE POSTED:</b> MAY 9, 2023	<b>POSTING END DATE:</b> UNTIL FILLED
<b>TITLE:</b>	<b>SENIOR DIRECTOR FOR STRATEGIC INITIATIVES AND EXTERNAL RELATIONS</b>
<b>GRADE/NEGOTIATING UNIT</b>	<b>NS / M/C</b>
<b>JURISDICTIONAL CLASS</b>	<b>EXEMPT</b>
<b>ANNUAL SALARY</b>	<b>\$120,000 - \$130,000 (PLUS \$3,026 LOCATION PAY)</b>
<b>LOCATION:</b>	<b>BRONX, NY</b>

**WHO WE ARE:**

The New York State Division of Human Rights (DHR) is dedicated to eliminating discrimination, remedying injustice, and promoting equal opportunity, access and dignity through enforcement of the Human Rights Law. We accomplish our mission by: investigating, prosecuting and adjudicating discrimination cases; educating the public about their rights and responsibilities; creating policy and proposing legislation; and building community. To learn more about DHR, please visit <https://dhr.ny.gov>.

**DUTIES DESCRIPTION**

Reporting to the Commissioner of the Division of Human Rights (DHR), the Senior Director for Strategic Initiatives & External Relations plays a vital role in the development, implementation, management and evaluation of strategic initiatives and external relationships for DHR. The Senior Director will build strong relationships and increase the profile of the agency with key internal and external stakeholders. With knowledge of state government and well-established personal and professional ties across New York, the ideal candidate will serve as a strategic advisor to the Commissioner and will work with the Governor’s team, state agency staff, local elected officials, and other stakeholders to advance the mission of DHR. The Senior Director will keep abreast of new protections in the NYS Human Rights Law and other areas requiring increased public awareness and will oversee implementation of state-wide outreach, education and campaigns on the Human Rights Law and the Hate and Bias Prevention Unit.

**Additional Responsibilities**

**Strategic Initiative Management**

- Assists the Commissioner and other executive team leaders in formulating priorities and developing and implementing strategic initiatives to achieve mission and goals;
- Develops, leads and implements strategic planning and process improvement practices;
- Executes special projects and provides support to executive team as needed, as new challenges emerge and priorities shift.

**External Relations**

- Oversees a comprehensive marketing and communications strategy using a wide variety of communications media, including written, visual, digital and electronic.
- Works on advocacy regarding the NY Human Rights Law; including but not limited to discrimination on the basis of protected classes in employment, housing, places of public accommodation, credit, and non-sectarian educational institutions;
- Advises the Commissioner on funding opportunities and liaises with other state, federal and local government entities and foundations regarding the same;
- Provides strategic advice to the Commissioner in preparation for appearances, including public hearings;
- Works with staff to ensure understanding of DHR’s strategy, messaging and voice to guide clear and effective communications;
- Supervises External Relations team, including drafting of press releases, advisories, briefings and statements for the Commissioner;
- Participates in the design and execution of events, outreach and community engagement;
- Manages the creation and dissemination of DHR’s Annual Report, website, brochures, email marketing program and social media strategy in a way that advances key DHR messages, communicates impact and helps advance DHR’s mission;
- Takes on projects as directed by the Commissioner.

## **MINIMUM QUALIFICATIONS**

- At least six years of professional experience in communications, with at least the last two years serving in a managerial capacity related to the duties of this position;
- Experience with policy advocacy regarding communities of color; gender issues; the LGBTQ+ community; people seeking reasonable accommodations; fair housing issues; and marginalized or disadvantaged communities;
- Experience with public relations, communications, public information, journalism, advertising or marketing;
- Ability to work collaboratively;
- Demonstrated project management, critical thinking and problem solving skills;
- Regular travel throughout the State of New York;
- Driver's license required.

## **OTHER QUALIFICATIONS**

- Authentic passion for DHR's mission;
- Familiarity with the NYS Human Rights Law or other similar state, local or federal anti-discrimination laws;
- Extensive knowledge of New York State government and processes;
- Ability to produce high-quality work under tight deadlines;
- Ability to perform well in a fast-paced and dynamic environment;
- A proven track record of elevating and amplifying the work of institutions/individuals;
- Strong verbal, writing, editing and proofreading skills;
- Excellent management and organizational skills;
- Desire to take initiative and be proactive;
- Knowledge of current issues and events that may impact the agency;
- Ability to pitch story ideas and projects;
- Excellent listening, speaking and writing skills.

## **WHAT WE OFFER:**

DHR offers its employees a comprehensive benefits package, including medical, dental, and vision coverage, and generous personal leave and vacation time. Employees can also take advantage of Flexible Spending Accounts (FSAs).

**Resumes should be sent to:** Janaire Malloy, Director of Human Resources Management  
One Fordham Plaza, 4<sup>th</sup> Floor  
Bronx, NY 10458  
E-mail: [resume@dhr.ny.gov](mailto:resume@dhr.ny.gov)

**NEW YORK STATE DIVISION OF HUMAN RIGHTS**  
**An Equal Opportunity/Affirmative Action Employer.**

*Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via e-mail at [Info@goer.ny.gov](mailto:Info@goer.ny.gov).*