

# GAGEN MACDONALD

## Employee Communications Consultant 3 to 5 years experience

### Company Overview

Gagen MacDonald is a strategy execution firm that helps companies turn strategy into results. Working collaboratively from the corporate office to the front line, we leverage an organization's brand, culture, vision and history to motivate and align employees behind accomplishing business objectives. We focus our experiences and passions to make our client's cause our cause and drive for results.

### Position Overview

We're looking for a person with exceptional strategic thinking, writing and communications skills who is ready to support client teams. Our consultants have the vision to design strategic communications from planning through execution and are committed to delivering results that drive business goals. They are smart and passionate individuals who can identify and pursue new opportunities and ensure the effective, efficient delivery of communications services and products to our clients.

Like our other consultants, you will be dedicated to supporting our clients to deliver better business results by using communications strategies and tactics to improve workplace performance. Our consultants play a variety of roles from strategist to coach to implementer as required by each unique client opportunity.

You may be asked to:

- Support corporate and employee programs and initiatives to ensure they strengthen employee understanding of the company's vision, strategy, goals, and values
- Apply consistent, effective internal communications strategies and tactics to provide high-quality, effective delivery of key messages and information
- Write and edit content that supports change management efforts, conveys important company news, and drives understanding of the business strategy for employees;
- Contribute to the development of communications related to key client company initiatives;
- Assist in the execution of multiple, concurrent projects and ensure the successful implementation of communications solutions for internal clients.

The ideal candidate will be:

- Organized, creative and tenacious--never letting opportunity slip through cracks
- Eager to become a thought leader by constantly exploring emerging trends and issues with an impact on communications and strategy execution
- Focused on delivering our products and services to help build our brand
- Confident and secure in an entrepreneurial environment
- Demonstrate a passion for client service

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## Responsibilities

- Support client teams to deliver a high quality work product focused on client needs
  - Deliver integrated communication strategies and tactics based on client need that ensure delivery of real results
  - Write/create project deliverables, including communication-oriented materials such as presentations, reports, speeches, articles, agendas and briefing materials.
  - Support delivery of Gagen MacDonald's methodologies and products
  - Maintain the standards of quality work product that embody the Gagen MacDonald brand
  - Participate in growing existing business, as required
  - Establish and maintain solid results-oriented relationships with clients
  - Assist in conducting research and determining key message and communications strategies
- Provide strong project management support
  - Execute project work plans
  - Manage day-to-day operational aspects of a project including coordinate master calendar of communications activities
  - Prepare for engagement reviews and quality assurance procedures
  - Ensure project documents are complete, current, and stored appropriately

## Experience & Qualifications

- 3 to 5 years experience in implementing effective multifaceted employee communications campaigns
- Strong problem solving skills: identification, solution, execution
- Exceptional writing ability, especially ability to articulate complex situations simply and in an engaging style
- Ability to work on multiple projects with tight deadlines in a fast-paced, changing environment
- Work with limited guidance from supervisor
- Self-starter, self-managed and well disciplined
- Quickly establishes rapport with others and gains their confidence
- Exemplifies Gagen MacDonald values (attached)

## Education:

- Bachelor's degree in communications, public relations, English, journalism or related field, or an equivalent combination of education, experience and training required
- Advanced degree a plus

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## Gagen MacDonald's Values and Guiding Behaviors

### **We act with integrity, humility and kindness in everything we do**

- We are good listeners first.
- We respect and trust each other.
- We assume innocence.
- We keep our promises.
- We tell the truth.

### **We are inspired by courage, passion, and a sense of fun**

- We're not afraid of the dark.
- We believe ingenuity finds a way around every obstacle.
- We are invigorated by making a difference.
- We constantly push the envelope of our thinking and approach.
- We are careful not to take ourselves too seriously.

### **Our cause is our clients' success**

- We are unrelenting in our pursuit of achieving client results.
- We deliver our best work and create sustainable value for each client.
- We seek opportunities to learn and transfer knowledge and skills in each assignment.
- There are no substitutes for understanding our clients' businesses.
- We approach clients' challenges with empathy.
- We thrive on "rolling up our sleeves and getting our hands dirty."
- Through superior service and treating clients as we treat each other, we build enduring partnerships.

### **We celebrate individuals and their contributions to the vitality of our firm**

- We are committed to nurturing and developing each person.
- We appreciate the power of diversity.
- We reward and recognize achievements.
- Each of us takes responsibility for teaching and learning.
- Everyone has the opportunity and encouragement to do great work.

### **Our community is built upon inclusive and collaborative teams and is sustained through individual accountability**

- Coaching, mentoring and feedback shape our relationships.
- We seek and leverage variation in thought, ideas and experience.
- We care about each other.
- We believe that silent dissent is corrosive, so we rely on forthright discussion.
- We do not tolerate hidden agendas.
- We are each accountable for living our values.