



SINCE 1902

CONFERENCE OF STATE BANK SUPERVISORS

**Conference of State Bank Supervisors (CSBS)
Job Description**

Job Title	Senior Manager, Communications
Reports To	Vice President of Communications
Department	Policy and Supervision
FLSA Status	Exempt
Date	August 2017
Position #	135
Grade	6

Job Summary

The Senior Manager will help implement CSBS communications strategy through public policy writing and communications. This position will be responsible for a wide variety of editorial writing such as speeches, blogs, infographics and presentations, as well as managing more complex projects such as the CSBS briefing book and annual report. Incumbents will have strong writing skills (advocacy and analytical), an understanding of financial services regulation, and ability to translate complex information into communications understandable by lay people.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. Other duties may be assigned to meet business needs.

1. Draft speeches/blogs/talking points for CSBS CEO and Chairman
2. Draft or contribute to public policy statements, white papers and congressional testimony
3. Define and manage development of CSBS briefing book
4. Manage development of CSBS annual report
5. Develop blogs and infographics for digital channels

Minimum Qualifications

To perform this job successfully, an individual should possess the knowledge, skills, and abilities listed and meet the amount of education, training and/or work experience required.

Education/Experience

Bachelor's degree; 5-8 years of experience in advocacy or analytical writing; or a commensurate combination of education and experience

Knowledge/Skills/Abilities

1. Excellent written, visual and verbal communication skills



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2. Ability to translate complex subject matter into easy-to-understand language and visuals
3. Working knowledge of financial services and state bank regulation
4. Working knowledge of digital media tools and channels
5. Experience or ability to work with senior executives
6. Project management and ability to meet deadlines
7. Ability to identify and incorporate best practices into communications efforts

Working Conditions

General office. Travel approximately 10% of the time.

This job description should not be construed to imply that these requirements are the only standards for the position. Incumbents will follow any other instructions and perform any other related duties as may be required. CSBS has the right to revise this job description at any time. CSBS is an “at will” employer and as such, neither this job description nor your signature constitutes any form of contractual arrangement between you and CSBS.

Employee's Signature	Date:
Manager's Signature	Date: