



Director of Communications

Village of Northbrook

Contact Name: Megan Iozzo

Contact E-mail: hr.recruiting@northbrook.il.us

Contact Phone: 847-664-4014

Closing Date:

Salary: \$150,000.00-\$160,000

Description:

The Village of Northbrook is seeking its first ever Communications Director to implement our vision for municipal communications to achieve four core goals:

- Deliver more proactive, coordinated, and story-driven communication across all channels in order to increase resident engagement
- Improve resident understanding of Village services and decisions
- Strengthen community trust through transparency, consistency, and accessibility
- Align all communications with the Village's Strategic Plan priorities and organizational mission

Salary & Benefits

- Desired Hiring Range: \$150,000-\$160,000
- Vacation, sick, and holiday time
- Excellent Medical, Dental, Vision, Life and Supplemental Life Insurances.
- Flexible Spending Accounts
- Defined Benefit Pension Plan through IMRF
- 457 and Roth IRA Plans
- Matching Paid Parental Leave
- Tuition Reimbursement

Selection Process

Complete an online application. Please submit a cover letter, resume, and references when completing your online application. Position is open until filled with first review of resumes starting May 4, 2026.

Key Responsibilities & Objectives

Strategy & Leadership

- Lead the Village's communications strategy, ensuring alignment with organizational goals and brand.
- Advise leadership on messaging and public engagement.
- Supervise communications staff, manage budgets, and oversee consultants and contracts.
- Drive continuous improvement through evaluation, research, and reporting.

Content & Digital Communications

- Manage, plan, and develop content across all platforms, including press releases, newsletters, website, and social media.
- Ensure communications are accurate, consistent, accessible, and aligned with Village standards.
- Oversee website re-design and management of digital tools to enhance user experience and engagement.
- Serve as Public Information Officer during emergencies.

Media, Community & Operations

- Build relationships with the community, media, and stakeholders; respond to inquiries and coordinate communications.
- Manage communications projects, public information campaigns, and government access programming.
- Oversee programming for the Village's government access channel and manage related vendor contracts.
- Coordinate with departments and external vendors to deliver high-quality materials.
- Serve as liaison to boards and commissions; prepare reports, agenda items, and attend meetings as required.

Minimum Qualifications

- Education: A Bachelors degree or equivalent in Journalism, Marketing, Public Relations or closely related field; Masters degree preferred.
- Experience: A minimum of four years of progressively responsible experience, preferable in a government or non-profit sector setting; some supervisory experience preferred.
- Municipal or public sector experience is a plus.
- Must possess a valid Class D Drivers' license; ability to obtain NIMS compliance training ICS 700, 800, 100, and 200

For more information and to apply, visit:

<https://www.northbrook.il.us/DocumentCenter/View/10837/Director-of-Communications-Advertisement?bidId=>

Equal Opportunity Employer Statement: The Village of Northbrook is an Equal Opportunity Employer. We are committed to providing a workplace free from discrimination and harassment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, disability, age, or any other characteristic protected by law. We are dedicated to fostering an inclusive environment that values diversity and equal opportunities for all employees and applicants.

Full salary range for this position extends up to \$217,724.

