

**RISD**

Executive Communications Writer
Rhode Island School of Design
Providence, RI (Hybrid/Commutable)

Executive Summary

Internationally recognized for its immersive model of art and design education, Rhode Island School of Design (RISD) is a private college and vibrant creative community that cultivates a critical exchange among artists, designers, and scholars—and the dynamics that shape our future.

In 2022, RISD welcomed Crystal Williams as its 18th president. President Williams brings to the role a global vision to guide RISD and its inclusive community in creating a more just, fair, and sustainable society. As President Williams' vision for her presidency and her role as a leader, catalyzer, and builder takes shape, RISD seeks an Executive Communications Writer to work in partnership with the president and RISD's chief marketing and communications officer, Kerri Marcello Stroud, to craft communications that capture both the president's and the institution's voices.

President Williams believes that education—shaped by and focused on art and design and amplified by commitments to equity and justice—is essential to transforming our society. With a spirit of curiosity, openness, plurality, and creative dynamism, the Executive Communications Writer will artfully adapt to the president's voice in creating and researching a variety of external and campus-focused communications, such as speeches, keynote addresses, op-eds, presentations and talking points for events, and all-campus communiqués designed to foster and strengthen engagement, elicit connections, and mobilize support with key external and internal audiences.

The Executive Communications Writer will bring a nuanced understanding of social equity and inclusion and how art and design play a role in driving social and cultural change. They will be a highly skilled researcher who brings an appreciation for multiple forms of inquiry and historical context, while also being a deep listener, seeking out contemporary themes and narratives about the transformative impact of art and design across a wide range of disciplines, sectors, and communities. They will have an elastic approach to writing that is both bold and accessible and brings a lens of relevance and rigor as an editor, ensuring that communications convey the president's vision and institutional priorities with clarity and consistency, and in alignment with RISD's identity and brand standards. Exhibiting a flexible and inventive approach, they will work collaboratively, contribute productively to collective decisions, and execute in alignment with the president and the Office of Marketing and Communications.

RISD welcomes candidates whose skills and experience have been developed and proven in a variety of settings (e.g., public affairs, narrative change and storytelling, journalism, agency, scholarly inquiry, and thought leadership focused on cultural/community transformation, shifting power and/or diversity, equity, and inclusion). Candidates must have an ability to create strong relationships across an inclusive and varied community and be able to translate ideas, reflections, and learnings into succinct communications that advance dialogue at local, national, and global levels.

About RISD

Rhode Island School of Design has earned an international reputation as the leading college of art and design in the United States. Approximately 2,500 students from across the world engage in liberal arts studies and rigorous, studio-based learning at RISD, pursuing degrees in 22 majors. More than 31,000 alumni worldwide testify to the impact of a RISD education, exemplifying the vital role artists and designers play in today's society. Founded in 1877, RISD's community of critical thinkers and makers shares a belief in the value of hands-on learning, experimentation, and an ever-evolving approach to studio education reinforced by liberal arts studies.

Additionally, RISD is strongly committed to being proactively anti-racist and inclusive in principle and practice, and to making consequential, scaled changes throughout the institution with a focus on both increasing and supporting diverse constituencies and providing greater access to a RISD education.

President Crystal Williams

Crystal Williams is the 18th president of Rhode Island School of Design. A teacher, leader, advocate, and poet, President Williams brings to the role the global vision to guide RISD in creating a more just, fair, and sustainable society.

President Williams believes that education, art and design, and commitments to equity and justice are essential to transforming our society. Williams has more than two decades of higher education experience. She is an institutional catalyst, helping to envision, define, and achieve greater outcomes for students, faculty, and staff. As a faculty member, she has focused on advancing artistic inquiry and engagement. As a leader, she ensures through her work that institutions are more effective, mission-aligned, and diverse, equitable, and inclusive.

Prior to RISD, Williams served as Boston University's inaugural vice president and associate provost for community and inclusion starting in 2020. There she provided leadership, vision, management, and strategic direction for initiatives that support the development of strong communities of faculty, staff, and students, promoting diversity, equity, and inclusion within BU's 17 schools and colleges.

RISD's Strategic Plan

Created collaboratively by members of the RISD community, [NEXT, RISD's seven-year strategic plan](#), proposes how the institution intends to educate students for the future and bring current creative practices to bear on today's most critical social, political, and environmental challenges.

Location

RISD's home, Providence, is Rhode Island's capital and largest city, with more than 1.6 million people in the greater Providence region. In close proximity to Boston, New York City, and Hartford, Providence has become known as the "Creative Capital" for its vibrant art and cultural communities, including seven colleges. This combination of comfortable scale and genuine community has made Providence one of the consistently ranked best places to live and work in America.

The Executive Communications Writer

Reporting to the chief marketing and communications officer and working in close collaboration with RISD's president, the Executive Communications Writer will research and create a variety of external and internal communications. RISD seeks a deep-thinking, research-oriented individual with an ability to quickly learn the president's voice, translating it to craft effective and engaging communications. Outstanding writing, organizational, and interpersonal skills are necessary, as are a belief in the value of teamwork, initiative, and curiosity. An emphasis on diversity, equity, and inclusion in previous academic or work history is strongly preferred.

Role & Responsibilities

- Create external communications that amplify the president's vision for RISD and institutional priorities, elicit connections and mobilize support.
 - Research and write a variety of communications—including speeches—and create supporting materials, such as creative and visually engaging presentation decks.
 - Support the president's role in the institution's public relations strategy by researching and writing op-eds, preparing preparatory materials for speaking engagements, panels, and juries; developing quotes for press releases; and drafting responses for written press interviews.
- Create internal communications that inform and engage the campus community. Research and write communications including emails, presentations, and talking points for audiences including faculty, staff, students, and alumni.
- Manage the efficacy of campus communications by providing advice, counsel, and direction to campus communicators on content and coordination.
- Manage and execute additional writing projects.

Qualifications

In addition to the abilities to achieve the above core responsibilities, ideal candidates will possess many of the following qualifications and attributes:

- A Bachelor's degree in English, Communications, or a related field or an equivalent combination of education and experience is required.
- Must have a minimum of five years of advanced writing experience, with demonstrated ability to capture the voice and tone of senior leaders and executives.
- Exceptional research and writing skills. Demonstrated ability to write persuasively, clearly, and quickly on a wide variety of topics, conveying complex issues in accessible ways to key audiences.
- A sophisticated understanding of social equity and inclusion.
- The proven ability to work within an environment that values diversity, equity, and inclusion and with people from a broad range of interests and backgrounds, including but not limited to: socioeconomic, cultural, ability, gender, religious, generational, and racial/ethnic.
- A willingness to accept and respond to revisions rapidly and effectively.
- A high degree of accuracy and attention to detail.
- Experience creating presentations and supporting visual materials.
- The ability to manage complex communications projects with multiple internal and external stakeholders and to work independently and collaboratively with moderate supervision.
- Understanding of, and commitment to, the importance of confidentiality and discretion when working in support of a president.
- Understanding and fluency with contemporary culture, art and design, and the state of higher education.

Compensation and Benefits

The salary range for the Executive Communications Writer is \$100,000 - \$110,000. The benefits offered to RISD employees include medical and dental insurance plans, a 403 (b) retirement plan with employer contributions, paid time off, and much more. More information about the benefits package is available [online](#).

How To Apply

RISD has retained Talent Citizen to assist in this recruitment. President Tracy Welsh and Senior Associate Eva Kotilinek are leading this search.

Please submit your resume and a cover letter outlining your interest, the reasons why you are best suited for the position and would be a great addition to the RISD community, and where you learned of the position. Nominations and application materials should be sent directly to: RISD-ECW@talentcitizen.com.

RISD recognizes diversity and inclusivity as fundamental to its learning community and integral to an art and design education. RISD welcomes candidates whose experience has prepared them to contribute to our commitment to diversity and excellence. RISD is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or expression, genetics, or any other protected characteristic as established by law.

Rhode Island School of Design is an Equal Opportunity Employer.