

## **US Public Affairs Supervisor**

### ***Job Description***

McDonald's is more than the world's largest chain of quick service restaurants, serving millions of customers in over 100 countries daily. Under the leadership of CEO, Steve Easterbrook, and his executive team, our purpose goes beyond what we sell. We're using our scale and reach to be a positive force around the world.

McDonald's seeks a Supervisor for its U.S. Public Affairs team. The position will support the execution of external and internal engagement with a broad range of stakeholders to proactively and reactively address issues impacting the reputation of the business. This position will be a member of the Corporate Relations team, led by Global Chief Communications Officer Robert Gibbs. The position reports to the Senior Director of U.S. Public Affairs and will work closely with the Global Policy and Engagement team.

The U.S. Public Affairs Supervisor will assist in the development and execution of an engagement plan with a primary focus on issues impacting the business. S/he will work closely with the U.S. Public Affairs Director and Senior Director to coordinate and execute the activities of the U.S. public affairs team in the areas of message development, issue management, influencer engagement, policy communications and thought leadership. This person will work as part of a team to ensure that policy and reputational objectives align and support corporate and U.S. business goals throughout the region. The position will be based at McDonald's headquarters in Oak Brook, Illinois (which will be located in downtown Chicago Spring 2018).

### ***Responsibilities***

#### **Principal Areas of Responsibility**

- Working with key internal stakeholders to execute the strategy and plan for external engagement based on the Company's business priorities.
- Assisting on execution of strategy in partnership with relevant team(s), to build brand trust with stakeholders who influence the U.S. debate and policy outcomes that impact McDonald's.
- Identifying trends, analyzing risks and developing opportunities for McDonald's with applied insights from consumers, policy influencers and policymakers, in collaboration with the Issues Management Center of Excellence.
- Creating tools and executing tactics to assist in managing on-going issues, including developing briefing notes, position statements, and participating in the development of relevant reports and communications materials.
- Participating in cross-functional teams relating to McDonald's reputation by developing strong relationships with the Corporate Relations team and other functions, including Supply Chain, Sustainability, Marketing and Menu.
- Providing administrative support in the area of scheduling for Global Policy and Engagement team leadership.

#### **Core Competencies and Skills:**

We seek someone with a strong work ethic who is a self-starter, shows passion, energy, excitement and enthusiasm for the journey ahead at McDonald's. The ideal candidate will possess the following skills and core competencies:

- Intellectual Curiosity & Problem-Solving – intelligent and agile; comfortable with concepts and complexity; able to think independently and make sound, reasoned judgments and solve problems within a large organization.
- Accountability and Motivation – self-starter with strong sense of initiative, focused on results; ability to manage multiple, simultaneous projects and, at times, within ambiguous and undefined circumstances.
- Communication – excellent oral, written and overall communications skills including an ability to convey complex policy issues in a clear and concise manner.
- Ability to Influence – strong influencing skills, both internally and externally.
- Team-Orientation – a strong team-minded approach with ability to be an active team member and effectively manage projects; ability to work assertively and collaboratively with management and colleagues at all levels of a decentralized organization.
- Composure – Comfortable working in a fast-paced & deadline-driven environment; strong work ethic and personal integrity; calm under pressure.

### ***Minimum Requirements***

#### **Basic Qualifications:**

- An undergraduate degree,
- A minimum of 3 years of related experience in Public Affairs, Government Relations, Communications or relevant field required.

#### **Preferred Qualifications:**

- Master's degree in related field preferred.
- Possesses an understanding of how the U.S. public policy arena works.
- Experience in policy communications and the relevant use of various media relations in order to influence the desired outcome.
- Demonstrated knowledge or experience in the design, regulatory implementation, advocacy or oversight of one or more of the following policy areas: food, nutrition, sustainability, environment, labor or franchising strongly preferred.
- Strong external influencing and networking skills; strong analytic and analysis skills.
- Familiarity with the corporate setting and food/beverage or QSR industry preferred.
- Strong working knowledge of Microsoft Word, Excel and PowerPoint required.