



COMMUNICATIONS MANAGER

Mission

The mission of the Forest Preserve Foundation is to engage in protecting and restoring the treasured natural habitats of the Forest Preserves of Cook County and to enhance the outdoor experiences of all communities.

About the Forest Preserve Foundation

Founded in 2013, the Forest Preserve Foundation (Foundation) is an independent, 501(c)(3) charitable foundation dedicated to raising funds and in-kind resources to support initiatives in the Forest Preserves of Cook County that are new, innovative, and not able to be supported through public resources. Since its founding, the Foundation has contributed over \$2.5M to support programming across several core investment areas.

Position Summary

The Communications Manager is a communications generalist position that requires a broad skillset in writing, design, strategy and project management. The Communications Manager will assist in developing strategic opportunities to promote the Forest Preserves through the earned, owned, social media, and other relevant channels. The right candidate will need to be a strong writer, researcher, and collaborator who will work with staff and other experts to create multimedia content and deliver impactful storytelling that advances the organization's mission.

Key Responsibilities:

- Develop and implement a comprehensive communications, social media and marketing strategy with corresponding annual goals to advance the Foundation's mission.
- Manage and maintain Foundation communications, website, email marketing, social media and other marketing platforms and communications vehicles.
- Develop and distribute media releases, newsletter, fact sheets, brochures and promotional materials, blogs, public campaigns, community voice stories, and other items as needed.
- Provide writing support, copy review and editing for grant proposals, stewardship and funder reporting, annual community benefit reports, and talking points, project summaries and reports.
- Monitor and track Foundation's media coverage and digital engagement, proactively identifying earned or paid media engagement opportunities.
- Provide administrative support where necessary for community-related and philanthropic activities and events, act as a roving reporter and photographer at onsite and local events.
- Other job functions as assigned.



Requirements/Qualifications

- Bachelor's degree in communications, Journalism, Marketing, or a related discipline
- 5-7 years of experience working in marketing or communications in a professional setting.
- A proven track record of executing effective communications and PR strategies.
- Design-related experience, particularly graphic design and production strongly preferred.
- Strong experience and demonstrated ability using graphic design software, including InDesign, Photoshop, Illustrator
- Outstanding proficiency in PowerPoint, Word, Excel and other Microsoft Office applications
- Demonstrated ability to maintain a website with basic HTML skills.
- Experience in writing and curating content for major social media platforms
- Outstanding proficiency with Mail Chimp or similar email marketing software as the list administrator and producer of content for e-communication
- Strong, persuasive writing and detail-oriented editing
- Ability to exercise sound judgment, take responsibility for meeting deadlines, and be a skilled problem solver, with the ability to interface with a wide variety of people.
- Experience in the fields of conservation, environment, and parks is a plus but not required.

This position is based in downtown Chicago (remote/hybrid work may be applicable at the time of hire due to the pandemic).

To apply, please submit a current resume, cover letter and two writing samples to info@forestpreservefoundation.org with "Communications Manager" in the subject line.

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