

**JOB ANNOUNCEMENT: Communications Manager**

**Legal Council for Health Justice (Legal Council), located in downtown Chicago, seeks a full-time professional to support operations, administration, and development activities.**

Legal Council ([www.legalcouncil.org](http://www.legalcouncil.org)) was founded in 1987 as AIDS Legal Council of Chicago to respond to the urgent legal and human needs of persons impacted by HIV and AIDS. In 2014, we changed our name and expanded services to address discrimination, disadvantage, and disparities in health, equity, and well-being across the lifespan of vulnerable populations. Its staff have achieved successes through direct legal representation and high impact litigation, administrative and legislative advocacy, and by providing training to and collaborating with other advocates who are working towards the same goals. All applicants must demonstrate a commitment to the mission of the Legal Council.

**Principal Responsibilities:** The Communications Manager will focus on activities to increase awareness of agency impact and value among internal and external audience. Responsibilities include:

- Develop and implement communications plan in partnership with executive team (admin and program) via various communications channels including but not limited to website, email, social media, print, and advertising.
- Serve as a strategic partner to the development team in efforts to increase and diversity revenue: board and donor development, special events, and major funding requests. This includes input on design and implementation of donor development software, strategies for donor prospecting and segmentation, and integration of communications strategies across digital properties, donor database (CRM) communications, ecommerce, special event apps, etc.
- Lead development of communications pieces including: Website, Email Newsletter and E-Blasts, Annual Report, Fundraising Campaigns, Brochure, Video, and Special Events.
- Convene staff working groups to brainstorm ideas for special projects and themes for fundraising events.
- Recommend, direct, and monitor communications vendors and volunteers.
- Launch and enforce brand style guide, develop and disseminate templates, liaise with external parties to distribute logo/logo guidelines.
- Support publicity, including drafting press releases and liaise with PR consultant(s)
- Oversee collection and curation of client success stories (Story Bank)
- Manage/maintain social media properties and support staff to engage – create content and build engagement
- Oversee pipeline and maintenance of content assets (visual, video, stories, media clippings, data dashboard).
- Oversee and maintain event calendars.
- Assist in webinar creation and dissemination.
- Assist with preparation and submission of Op Eds and Letters to the Editor

- Serve as point of contact for requests for Speakers, Trainings, and publicity. Pitch subject matter experts to media outlets.
- Track analytics and interoperability of digital properties.
- Serves as a strategic partner to the development team to track and compare success of fundraising communications and identify marketing opportunities.
- Launch and serve as a staff liaison to a Marketing Committee of the board
- Other duties as assigned.

**Specific Job Requirements:**

- 1-3 years experience in Marketing and/or Communications.
- Excellent interpersonal, verbal, writing, organizing, storytelling, and teaching skills.
- Computer Skills: Microsoft Office, familiarity with social media platforms and measurement tools, Adobe Creative Cloud, WordPress, database experience (preferred).
- Able to keep up with latest digital trends and emerging technology.
- Demonstrated ability to work independently as well as cooperatively
- Demonstrated commitment to social change.

Relevant experience includes not only professional advocacy on behalf of others, but personal experience with poverty, chronic illness, mental illness, public housing or other issues affecting our client population.

**How to Apply:** To apply, email a resume, compelling cover letter, writing sample, and two professional references to: [job@legalcouncil.org](mailto:job@legalcouncil.org), attn.: Thomas Yates Executive Director.

Legal Council is an Equal Opportunity Employer: People of color, women, persons with disabilities, the elderly, gay, lesbian, bisexual and transgender, and Veterans are welcomed and strongly encouraged to apply.

**Salary:** Salary is commensurate with experience and based on agency salary scale.

**Submission deadline:** Position is open until filled.