



Digital Communications Manager

About the Council for Inclusive Capitalism

The Council for Inclusive Capitalism is a global business-led nonprofit organization committed to creating a more inclusive capitalism that delivers long-term value for all stakeholders by improving conditions for people, planet, prosperity and principles of governance. Our organization is working with global leaders and their organizations to drive behaviors and establish concrete goals and measurements to foster greater inclusivity in economic growth and achieve the Sustainable Development Goals (SDGs).

The Position

The Digital Communications Manager will oversee various digital communications channels interfacing with the public and key stakeholders in the business and investment community. The key responsibilities will focus on marketing operations, website management, and social listening, engagement and reporting. It will require collaborating cross functionally with a small team to develop tactical strategies to elevate the visibility of our efforts.

We are a highly dynamic team, and we believe that working smart is just as important as working hard. The individual will be a self-starter who is results-oriented. The ideal candidate will need to have a strong design sense to bridge complex ideas into practical application and the agility to work with multiple constituencies in driving resolution and then implementing solutions.

The Digital Communications Manager will work ET hours, and is ideally based in New York City or Washington, D.C.

Key duties include:

- Oversee content management and new projects related to our website with contracted web developers
- Design and implement multi-channel campaigns for announcements and events



- Manage day-to-day content flow and digital campaign operations from development, implementation, tracking and optimization across email and digital channels
- Pull media coverage and social metrics and output to inform future engagement opportunities
- Develop regular reporting on content performance

Skills & Qualifications:

- Bachelor's degree or higher in a relevant field of study
- At least 2-5 years of experience in a dynamic environment
- WordPress and Salesforce experience a must
- Graphic design and video editing skills a plus
- Comfortable experimenting with new digital platforms
- Possess an analytical data mindset to understand social media trends, insights and measurements
- Experience in social media tracking, reporting and content syndication
- Strong multi-tasking and organizational skills
- Proactive and flexible with the ability to work both independently and as a team member in a fast-paced work environment
- Superior attention to detail

If you are interested in joining our team, please send your resume along with a cover letter explaining your interest in our organization to careers@InclusiveCapitalism.com with "Digital Communications Manager" in the subject line.