

## Communications Associate Job Description

**Mission:** The Ignatian Spirituality Project (ISP) is a Jesuit-affiliated ministry offering experiences of love, hope, and healing to individuals in recovery from homelessness and addiction. Founded in 1998 in Chicago, ISP provides transformational spiritual retreat programs in 20+ cities. The Communications Associate is a new role for this dynamic, evolving, mission-driven organization.

**Position Description:** Reporting to the Director of Advancement and Communications, the Communications Associate will help tell the story of ISP in compelling, engaging ways in line with our ministry's core values. The role will play a critical role in spreading the good news about the ISP movement, increasing awareness and expanding our base of support in order to build programmatic and financial sustainability. This is a fulltime, 40 hr/week hybrid position, requiring 1-2 days per week in the ISP office in the Chicago Loop.

### Responsibilities

- Partner with Director of Advancement & Communications to create and manage editorial calendar
- Manage all email marketing in alignment with overall communications strategy, including:
  - ensure ISP's strategy is congruent with best practices for nonprofit email marketing
  - "own" the email marketing database and ensure contacts are added, removed, and maintained; proactively manage subscriber segments and lists
  - build templates and draft content consistent with ISP's brand identity, voice, and key messaging
- Assist in website management including regular updates and drafting blog posts
- Manage creative content for the ISP brand, including designing marketing materials and other graphics
- Create and curate social media content primarily on Facebook and LinkedIn; leverage relationships with partner organizations to increase social media reach
- In partnership with Development Manager, conduct donor processing, including accurately entering gifts into database, generating acknowledgements, and reporting
- Perform donor database maintenance, including keeping up-to-date constituent and financial data, conducting regular updates, and performing regular reconciliation with accounting dept.

### Qualifications

- Strategic thinker and seasoned storyteller with 3+ years' experience using various media channels to share compelling stories that move an audience to action
- Excellent writing skills and experience with copyediting; ability to synthesize complex ideas and content into clear and compelling copy
- Thoughtful, creative graphic designer with a refined eye and skills to visually tell the ISP story
- Experienced project manager with well-honed organizational and time management skills; exceptional attention to detail and accuracy
- Strong communication and interpersonal skills
- Ability to exercise sound judgment and discretion when handling confidential information
- Experience in email marketing system (Constant Contact or equivalent), Canva and/or Adobe Creative Suite, and DonorPerfect or similar donor management software

**To apply,** please send a cover letter and resume to Catherine Ruffing Drotleff, Director of Advancement & Communications, at [cruffingdrotleff@ispretreats.org](mailto:cruffingdrotleff@ispretreats.org). No phone calls please.

*ISP is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*