

Director of Communications Job Description

Mission: The Ignatian Spirituality Project (ISP) is a Jesuit 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 Director of Communications is a new role for this dynamic, evolving, mission-driven organization.

Position Description: Reporting to the Executive Director, the Director of Communications will provide strategic direction and implementation for the organization's communications and serve as the brand steward, ensuring consistency in tone, voice, and visual identity across all channels. This is a full-time, 40 hr/week position. The role is primarily remote, but will require occasional in-person presence at our office in Chicago's downtown/Loop area.

Responsibilities

- Develop and implement a comprehensive communications strategy to increase awareness of ISP's mission, expand its base of support, and drive programmatic and financial sustainability.
- Create and manage an editorial calendar that aligns with organizational goals and priorities.
- Lead email marketing efforts that maximize audience engagement and drive fundraising.
 - Maintain the email marketing database; proactively manage subscriber segments and lists.
 - Build templates, draft content, and ensure messaging aligns with ISP's brand identity.
- Create visual and written content, including marketing materials and graphics that will engage target audiences.
- Develop and execute social media strategies to expand ISP's presence, leveraging partnerships to increase reach and engagement.
- Oversee website strategy and content, ensuring content aligns with ISP's storytelling and outreach goals.
- Evaluate communication strategies, identify opportunities for improvement, and test innovative approaches to achieve measurable impact.

Qualifications

- **Strategic and creative storyteller** with 5+ years of experience using various media channels to share compelling narratives that inspire action.
- **Proactive communicator** with excellent writing and editing skills to craft clear, compelling, and audience-centered copy.
- **Data-driven marketer** with experience managing email marketing systems (e.g., Constant Contact) and using analytics to inform strategy.
- **Graphic designer** with the ability to visually convey ISP's mission and values (Canva and/or Adobe Creative Suite proficiency required).
- **Organized project manager** with exceptional attention to detail and ability to manage multiple priorities, collaborating within our organization as well as with external partners.
- **Innovative and proactive leader** in communications who thrives on testing new ideas, leveraging insights, and driving results.

To apply, please send a cover letter and resume to Christine Curran, Executive Director, at ccurran@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.