

The George M. Pullman Educational Foundation supports the dreams and aspirations of outstanding graduating high school students with merit-based, need-based scholarships and continuing educational support, as they pursue their bachelor's degree at the college or university of their choice.

Endowed by the estate of railroad magnate George Pullman, the George M. Pullman Educational Foundation has been keeping the American Dream of education on track for Chicago-area students since 1950. As one of the oldest scholarship foundations, the George M. Pullman Educational Foundation has provided access to higher education by awarding more than 14,000 scholarships to Chicago-area students.

### Communications Manager

The Foundation seeks to increase public awareness of its mission and history in order to increase the amount of scholarship support available for students by its 75th anniversary in 2025.

The Communications Manager will be responsible for the planning, execution, and oversight of all the Foundation's communications efforts. The CM will have an entrepreneurial spirit, the expertise to implement a consistent communications strategy that encourages alumni and public engagement and supports the Foundation's advancement goals. The successful CM candidate will be an experienced communications professional, capable of managing the Foundation's communications activities and building external relationships with the Foundation's scholar community and other constituencies, including colleges and universities, funders, and the media.

### Responsibilities

- Develop and implement an annual communications plan that leads to measurable engagement
- Create content and manage the distribution and maintenance of the Foundation's print and electronic collateral including, but not limited to reports and newsletters, the website and social media, and the scholar communities' online platform
- Build and manage a database of media contacts

### Knowledge, Skills, and Abilities

- Experience developing and implementing communications strategies
- Excellent writing/editing and verbal communication skills
- A sincere commitment to work collaboratively with all constituent groups, including staff, board, scholars, and donors
- A strong track record as an implementer who thrives on managing a variety of key initiatives concurrently
- The ability to comprehend and implement communications activities at both the strategic and tactical levels
- Self-starter, able to work independently who enjoys creating and implementing new initiatives

### Education, Experience, and/or Training Requirements

- Bachelor's degree is required along with a demonstrated commitment to professional development within the field communications
- A minimum of five to seven years working in communications with experience writing, copy editing, branding, and supporting the work of an executive director in fundraising and/or alumni engagement capacity
- Experience with donor databases, prospect management, and research
- Proficient or advanced skills in WordPress, Photoshop, and similar design software

The Communications Manager is an important member of a small, hardworking staff dedicated to the mission of the Foundation—enthusiastic and committed to helping students fulfill their dreams of earning a college degree. The Foundation offers excellent benefits to employees based on their role and tenure with the organization. Benefits include medical insurance and supplemental policies, a 403b retirement plan, paid holidays, paid time off, and professional development opportunities. Salary is commensurate with experience and demonstrated skills.

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