

Title: Communications Manager

Our Focus

For generations, government policies and institutional choices have excluded many Americans from opportunities for education, employment, and wealth creation. Ending intergenerational poverty and building an inclusive economy—one that provides real economic opportunities for all communities—requires collaboration across sectors, as well as scientific evidence about what works and what doesn't. Traditional research can take years, and the results often don't reach those who need the information most—the people living with and working on these issues. The University of Chicago Inclusive Economy Lab solves this by working with policymakers, organizations, and communities to identify their most urgent and pressing challenges, co-generate evidence about what works, and translate that evidence into real policy changes that expand economic opportunity and improve lives.

Founded in 2015, The University of Chicago Inclusive Economy Lab conducts rigorous research that expands economic opportunity for people harmed by discrimination, disinvestment, and segregation. One of five Urban Labs based at the Harris School of Public Policy, the Inclusive Economy Lab is led by Pritzker Director Marianne Bertrand, Chris P. Dialynas Distinguished Service Professor of Economics at the Booth School of Business.

We partner with policymakers, community-based organizations and others to identify their most urgent and pressing challenges, co-generate evidence about what works, and translate findings into policy changes that end intergenerational poverty. By identifying barriers to social mobility and racial equity and highlighting the programs and policies that have the most positive impact, our work creates aims to create greater economic opportunity. We specialize in evaluating programs with the potential to improve lives in four main areas:

- College and Career Success
- Housing Stability
- Financial Security
- Quality Jobs

Who We Are

The Inclusive Economy Lab is led by Marianne Bertrand, the Chris P. Dialynas Distinguished Service Professor of Economics at the University of Chicago Booth School of Business, Co-Director of Social Enterprise Initiative at Booth, and the Pritzker Director of the University of Chicago Inclusive Economy Lab. Her research, which covers labor economics, corporate finance, and development economics, has been published widely.

She is a member of the board of directors for the Abdul Latif Jameel Poverty Action Lab at the Massachusetts Institute of Technology. Our full-time staff currently consists of an Executive Director, Scientific Director and twenty-five full-time staff, including data analysts and program managers at our main office in downtown Chicago. Our constantly evolving portfolio of projects spans workforce development, housing and homelessness, postsecondary education, and income support policies.

Our Values

- **Conduct science in service of cities:** We feel a sense of urgency to do research that improves people's lives. We select projects that lead to solutions for policy, practice, and increased investments on the ground. Our research is rigorous and informed by the historic and current contexts that shape urban residents' lives.
- **Foster lasting relationships:** We collaborate with policymakers, practitioners, and people with lived experience to understand multiple perspectives and figure out what works.
- **Elevate equity & inclusion:** We aim to hire people with a range of personal and professional backgrounds, skillsets, and identities. We expand access to evaluation for a broad range of organizations and we conduct work that affirms the dignity of all people.
- **Check our privilege:** We recognize the power and privilege we have as members of the University of Chicago. We practice humility and recognize that expertise comes in many forms and there are limits to our own.
- **Embrace a growth mindset:** We invest in our people and develop our skills and content knowledge together. We work respectfully as a team to achieve our shared goals

The Role

The Communications Manager will play a key role with the Inclusive Economy Lab to manage and develop an internal and external communications strategy for the organization. The position reports to and works closely with the Executive Director driving communications efforts cross-departmentally.

The Communications Manager will be responsible for all digital content creation, management of the editorial/communications calendar, and managing the organization's Social Media presence. The successful candidate must be able to communicate effectively with a diverse range of stakeholders.

Responsibilities

- Collaborate with the Executive Director to develop communications plans to promote brand awareness
- Work with the Executive Director to draft, implement, and evaluate the organization's communication plans to support fundraising & programming goals and objectives
- Manage the development, distribution, and maintenance of all electronic collateral including, but not limited to, newsletters, and IEL's website
- Coordinate the promotion of new content, key pages, and calls-to-action across internally and externally to target different segments through the necessary platforms
- Maintain communications editorial calendar for web, email, and social media including newsletters, social posts
- Manage org-wide digital asset and content library
- Collaborate with Staff to develop and manage the execution of the organization's communication messaging fundraisers and program events that provide opportunities for donor cultivation, customized engagement and recruitment including proposals, annual/impact reports and customized thank you materials
- Performs other related work as needed
- Excellent oral and written communication skills and the ability to draft correspondence and other materials suitable for a sophisticated audience
- Strong organizational skills with the ability to handle and prioritize multiple projects
- Strong attention to detail and proofreading skills

Minimum Qualifications

Education

- Bachelor's degree

Experience

- A minimum two years of related work experience required

Preferred Competencies

- Ability to engage thoughtfully with issues related to race, identity, and equity and work across difference required
- Demonstrated experience working with communities that have experienced segregation and disinvestment
- First generation college students and those with lived experience in communities experiencing poverty and disinvestment are encouraged to apply.
- Experience working with electronic databases and communication systems (CMS and MailChimp is preferred)
- Knowledge of graphic design
- Ability to work a hybrid schedule both virtual and in-person

Preferred Experience

- Bachelor's degree in a related field, such as journalism, public relations or communications
- Two years of experience in the Communications or Marketing field is preferred

To Apply:

Submit resume and cover letter to requisition [JR13516](#).

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