



**Position:**

PR and Communications Manager

**Vision and Mission:**

Chicago Loop Alliance (CLA) creates, promotes, and manages an urban experience that attracts people and investment. CLA secures this vision through planning & advocacy, enhanced services, activation of public spaces, and economic development.

**Reports to:**

Marketing Director

**Job Summary:**

Chicago Loop Alliance is looking for a PR and Communications Manager with the expertise to promote compelling urban experience(s) for those who visit and work in the Loop. This individual will be responsible for managing and executing media relations and communications campaigns to promote CLA initiatives, programs, and events.

**Responsibilities:**

1. Manage both proactive and reactive press and media functions including escalating media enquiries, writing and distributing all PR-related materials, and arranging media interviews with appropriate internal staff members and external membership.
2. Monitor media coverage and develop and maintain a quarterly reporting process.
3. Maintain a media contact database including creating and researching lists.
4. Create, write, edit, and distribute a monthly corporate newsletters and other mass email communication using Constant Contact.
5. Organize and maintain all PR, marketing and communications assets including images, video and web content.
6. Provide content and support on the production of company's publications including the Annual Report as well as event collateral and supporting materials including the Annual Meeting, support for the Chicago Loop Alliance Foundation Gala, and other member events.
7. Promote CLA as a thought leader within the marketplace and among members of the general public. Ensure the articulation of CLA's desired image and position, both internally and externally
8. Assist the marketing manager with copywriting for marketing materials such as brochures, presentations, social media, blogs, e-newsletter, articles, and advertisements.

9. To act as supporting custodian to the Membership & Event Manager for the member database and email marketing systems following the agreed house-style ensuring all means of communication are utilized to achieve full coverage of our messages.
10. Any other general company support when required and in particular gathering content for publications and online media.

**Qualifications:**

1. Minimum of 3 years of experience in public relations or communications with demonstrated success, preferably in the not-for-profit or agency sector
2. Strong oral and written communication skills.
3. Strong creative, strategic, organizational and personal sales skills.
4. Ability to oversee the production of multiple communications pieces simultaneously.
5. Experience pitching journalists, bloggers, and social media influencers.
6. Ability to manage multiple projects at a time.
7. Cultivate strong relationships with all levels of leadership internally and externally.
8. Bachelor degree in Public Relations, Communications or a related field.

**Salary:** \$35,000-\$40,000

**Benefits:** Medical, dental, vision, life, vacation, employer contributed 401(K)

**Close Date:** January 5, 2018

**Contact:**

Please send your cover letter, resume and one writing sample to: Brittany Tepper, Marketing Director, Chicago Loop Alliance, [resumes@chicagoloopalliance.com](mailto:resumes@chicagoloopalliance.com)