



Communications and Marketing Manager

Type: Full Time Position

Estimated Start Date: July 18, 2022

Location: Chicago, IL

www.isacs.org

Who We Are: The Independent Schools Association of the Central States serves more than 240 member schools, offering accreditation services, professional development, and opportunities for networking. Our mission is to lead schools in providing exemplary education. We are committed to fostering and furthering equitable, affirming, safe, and just environments for schools and in our workplace, where our staff of eight professionals ensures the excellence of our services.

Position Summary: The Communications and Marketing Manager, who is an integral member of the ISACS staff, will work hand in hand with the Directors of Programs and Learning. The position holds primary responsibility for: stewarding the ISACS brand identity, including monthly member communications; designing and executing marketing to inform, instruct, and drive registration for ISACS conferences and in-person and online professional development events; providing team support and assistance with the sponsorship and exhibiting program; maintaining and redesigning a website that supports the organization's strategic and business objectives; developing and executing the organization's social media strategy in support of the institutional goals; and other activities as required.

Qualifications:

- Bachelor's degree in marketing, multimedia journalism, communications, or equivalent required
- Minimum of three years of experience in print and/or digital publications
- Minimum of three years of experience in education or another nonprofit environment
- Proven exceptional project & time management, organization, and customer service skills
- Outstanding communications skills (written and oral)
- Superior writing, proofreading, and editing skills
- Curious self-starter with ability to think independently, strategically, and creatively
- Advanced proficiency on Macs/PCs with Microsoft Office, Adobe Creative Cloud (InDesign, Illustrator, Photoshop) social networking sites, and AMS/CRM and CMS systems (Finalsite & Higher Logic preferred)
- Capacity to interact with constituents and colleagues in a way that inspires confidence while maintaining professional confidentiality
- Ability to act as a team player, while contributing to a productive and congenial work environment

Compensation: Competitive and dependent upon qualifications

Other: This position is located in Chicago, IL. ISACS offers flexible work from home and in-office options. No relocation expenses provided.

How to apply: For consideration, please submit a letter of interest, including a resume with three references, and a sample or access to a digital portfolio of creative work related to the duties described above to hiring@isacs.org. **Apply by May 31, 2022.**