



## **MARKETING & COMMUNICATIONS MANAGER**

Dated: July 2025

Send resume to [recruiting@gripyouth.com](mailto:recruiting@gripyouth.com)

### **Position Summary**

Reporting to the Director of Operations, the Marketing & Communications Manager will oversee all external communications and events to both: 1) strengthen our relationships with current financial, volunteer, prayer, and church partners, and 2) grow new donors and strategic partnerships to help sustain the growth of GRIP.

### **Major Areas of Responsibility**

- Create and execute an Annual Communications Plan
- Manage the GRIP brand to ensure all communications adhere to the GRIP Style Guide
- Write content for all print and electronic communications
  - Print materials include newsletters, brochures, postcards, letters, presentations, blogs, annual report, etc. and electronic communications include newsletters, prayer email, PR updates, event invitations, etc.
  - Oversee all design and printing implementations
  - Review and approve communications produced by other areas of GRIP organization
  - Ensure quality control and editing of all content
- Build and manage volunteer teams to expand capacity for the creation and editing of printed material design, website design, grant writing, video production, etc.
- Write content for website and oversee design change implementations
- Build audience interest and engagement through news and timely updates using social media
  - (i.e. LinkedIn, blogs, Facebook, Twitter, etc.)
- Participate on fundraising event teams
  - Assist in the strategic planning process
  - Create presentation content through presentation software and videos
- Gather video & publication content during GRIP weekly programs
- Storyboard, direct and interview volunteers and students for videos
- Formulate media relations strategies and plans
- Research and write grant proposals for foundations and corporations
- Network and create strategic relationships with similar non-profits to yield new partnerships

### **Qualifications and Professional Experience**

- 3+ years of marketing & communications experience
- Exceptional written communication skills
- Well-organized self-starter who has the ability to lead several projects at once
- Detail-oriented with a commitment to excellence
- Ability to empathize and communicate with people from all walks of life
- Demonstrated ability to perform as an effective member of a team
- Power Point, Excel, Adobe Creative Cloud proficiency preferred
- Bachelor's degree required
- Living within the Chicago city limits is preferred