

Are you a strong project manager and public relations guru?
Are you also a whiz at content creation and social media community building?
Do you have the ability to transform complicated concepts into “plain” language and write in a clear and compelling way?
Do you enjoy working with numbers and metrics as much as you enjoy words?
Are you a team player with a positive, “doer” attitude?
Do you thrive in change and shifts in focus and direction?

We are looking for a:

Communications Manager

We are the American Brain Tumor Association (ABTA). Our mission is to advance the understanding and treatment of brain tumors with the goals of improving, extending and, ultimately, saving the lives of those impacted by a brain tumor diagnosis. We do this through interactions and engagements with brain tumor patients and their families, collaborations with allied groups and organizations, and the funding of brain tumor research.

Founded in 1973, the ABTA was the first national advocacy organization committed to funding brain tumor research and providing information and education on all tumor types and all age groups. For over 40 years, we have been providing comprehensive resources that support the complex needs of brain tumor patients and caregivers, as well as the critical funding of research in the pursuit of breakthroughs in brain tumor diagnosis, treatment and care. We do all of this from our headquarters in Chicago, IL. We are located near the O’Hare airport with convenient, easy access to both the Blue Line and I-90.

To learn more about us, please visit our website at www.abta.org (no direct inquiries or third parties please; only online applications will be considered).

To the right Communications Manager, we offer:

- Health, Dental, Vision, Life, Flexible Benefits, and Disability insurance
- 401(k) matching
- Paid time off and holiday schedule
- Collaborative, team environment
- Entrepreneurial, innovative spirit
- Opportunity to make a difference

Reporting to the Chief Communications Officer, the Communications Manager will supervise a Communications Specialist and work collaboratively within the department to ensure our overall strategy for communications is effectively achieved. You will develop and implement strategies and tactics that advance

our mission and raise our profile, as well as our programs, initiatives and fundraising efforts. Using your proven PR skills, you will drive public relations and social media strategies and execution to position ABTA as a leader in the field and to communicate news, promote programs, and foster relationships. You will also assist with creating and implementing marketing communications strategies that foster strategic engagement of key constituents and ensure continuity of organizational messaging.

You will be ideal for this position if you have:

- 5-7 years of communications department experience, preferably in a mid-size to large nonprofit charitable organization with national exposure. Agency experience a plus.
- At least one year of supervisor experience
- Bachelor's degree in Journalism, Communications, Public Relations, or related field
- Experience with Google Analytics, Convio, MailChimp or similar constituent engagement tool
- Strong writing skills with the ability to compile and transform knowledge into creative, exciting and useful messages
- High level of organization and attention to detail
- Flexibility - able to shift gears and focus quickly
- Positive attitude, energy, enthusiasm and desire to make a difference
- Excellent interpersonal and communication skills

It would be especially ideal if you also have:

- Video and/or photography experience in content creation
- Advanced social media navigation skills

The American Brain Tumor Association, in conformity with applicable laws, is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, sexual orientation, age, religion, national origin, or disability.