



**JOB DESCRIPTION:**  
**COMMUNICATIONS MANAGER**  
**SALARY**  
**RANGE: \*\$30-35K** \*Salary  
*Commensurate with Experience*

**WHO WE ARE:**

We are a growing organization that exists to champion worthy causes. Big Buzz Idea Group creates an impact with nonprofits and associations by helping them to breathe new life into their organization so that they can focus on their mission and growth. We work at a fast pace to be inspired and create inspiration for our clients. We love to work hard and play hard.

**WHO YOU ARE:**

You are looking to be a part of an organization that is rapidly growing and you want to help in that purpose. You are an out-going, upbeat and enthusiastic leader who is driven to help nonprofit organizations reach and surpass their goals.

Motivated by direct contact with clients you will meet with Clients to strengthen the working relationship, facilitate meetings, brainstorm, problem solve, plan and organize for organizational success.

We are searching for a talented and professional Communications Manager to join our dynamic team. Your duties will be diverse and multi-faceted, therefore excellent professional skills are vital for this role. The successful candidate will help create promotional materials, contribute to the development of company websites and effectively deliver Big Buzz Idea Group's and our client's missions.

**PRIMARY DUTIES (NOT LIMITED TO):**

- Serve as primary liaison for nonprofit clients
- Ensure that all Big Buzz and client standards are executed at all times
- Conduct sponsorship outreach as needed
- Foster transparent communication across all levels at Big Buzz Idea Group
- Design and execute comprehensive communications plans
- Manage communications items for clients including e-newsletters, social media postings, website updates and collateral materials and ensure they meet clients' expectations
- Must have excellent writing and editing skills; must have experience with writing articles, press releases, social media, etc

**WHAT YOU BRING:**

- Bachelor's Degree in public relations, journalism, communications or related field
- 2-6 years of relevant professional experience in an association, nonprofit or agency setting
- Demonstrated track record in leadership abilities and success
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Proficient in Constant Contact, MailChimp, social management/analytics tools like Hootsuite, Facebook Business Manager and Google Analytics; Facebook, Instagram, Twitter, LinkedIn and YouTube
- Experience with Dropbox, Google Drive and CRM programs a plus
- Social media knowledge, including posting strategies, trending hashtags, platform capabilities and social landscape
- Works well under pressure

**LIKE WHAT YOU SEE? HERE'S WHAT'S NEXT:**

Email your resume along with a cover letter outlining why you're interested in the position, what makes you a good fit and what your favorite food is. Please no phone calls. We'll be in touch!

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