

Communications Officer, London, UK

About InfluenceMap

We are a London UK based non-profit think tank working on the cutting edge of climate and sustainability issues. Our highly original analysis of the climate agenda has been [covered by media globally](#), used and acted on by hundreds of investors and has informed numerous campaigns. We are probably best known for our unique platform for analyzing [corporate lobbying on climate policy](#). Other work streams are the [FinanceMap](#) platform assessing the financial sector and its impact on climate as well as a Japanese collaborative venture (the [Japan Energy Transition Initiative](#)).

Joining InfluenceMap represents a great opportunity to be part of a friendly and dynamic team, work with our global network of partners in the finance, media and campaigning worlds and help develop our cutting-edge content which is helping shape the agenda on the climate crisis.

One of our core values is the use of data-intensive research processes to create simple and compelling narratives on climate change. At the heart of this is our strict adherence to thorough and objective data analysis, using a range of sources and tools. InfluenceMap operates a collaborative model, creating unique and data driven content which enables our partners to drive positive change on the climate crisis. These partners are from finance, business, media, campaigns, politics and legal strategies and are global.

Position Summary

InfluenceMap's success depends on mutually beneficial relationships with our partners and stakeholders. Your role will be to manage the infrastructure around these relationships. This will include tracking and managing our media hits, site registrations, key relationships we hold in finance, business and the NGO world. Central to this is the efficient use of several software and cloud tools, in particular, Salesforce.com and its applications. You will also monitor and check all InfluenceMap external communications and documents and manage, with input from our team, our social media. Excellent written communication and social media skills are also needed as you will be responsible for ensuring InfluenceMap's house style is enforced across all our communications. You will also have very good people skills, both for in-team coordination and for organizing events we host and participate in. There will also be some office admin duties. In short, you will ensure we run smoothly

as a team and our engagement and communications with media and partners are flawless. This is a mission-critical role in a cutting-edge climate NGO! This role has the potential to develop within our organisation depending on your abilities and interests.

Responsibilities

- Managing and evolving our Salesforce.com relationship management software; expanding the database and its connections with applications
- Logging and tracking all interactions with investors, funders, corporations and campaign groups
- Researching funding opportunities and working with the IM team to implement these
- Marketing and engaging with our finance and business partners, including personal contact with our key partners on a regular basis (telephone, meetings)
- Managing our media contacts, tracking media coverage of IM, building and segmenting our media database
- Managing our cloud-based filing system (Dropbox)
- Managing social media (Twitter, LinkedIn, Google+)
- Proofing English language IM documents generated by team members
- Managing and enforcing the IM house style in all our communications
- Managing IM events and organizing for key IM team members to speak at external events
- Regular checking of InfluenceMap.org website to ensure smooth functioning and working with our team and developer on its evolution

You will report to one of the Directors of InfluenceMap and work closely with Project Managers of our key work streams. InfluenceMap operates using a range of cloud-based tools and software which you will be expected to quickly master and contribute to (Salesforce.com, Slack etc.). You will be empowered to be assertive and use your initiative in this role.

Skills, Experience and Qualifications

- Excellent organizational skills with the ability to multi-task and handle time-sensitive work
- Excellent analytical, numerical skills
- Excellent internet and MS Office skills
- Experience with Salesforce.com, desktop publishing, Dropbox and Mailchimp is highly desirable but your ability to quickly learn new systems to an advanced level is essential
- Fluent English with excellent writing skills (we aspire to the writing style of The Economist)

- A good university first degree BSc/BA.
- Right to work in the UK
- Knowledge of our work area (climate change/finance/business nexus) is useful

Salary, Location and Start Date

- The position is based in our office at 40 Bermondsey Street, London SE1
- Working from home and flexible hours are possible
- Salary up to £30K depending on experience/qualifications
- This is a full-time position
- Start date first quarter of 2020

The Application Process

- InfluenceMap values diversity and provides equal opportunities to all candidates.
- Please provide your CV (two-page maximum), cover letter (one-page maximum) and reference/s in one PDF file, emailed to: response@influencemap.org. Please include all the information you wish to be considered in this PDF file.
- Please state clearly in the subject line of your email which position you are applying for
- The closing date for applications is end February 2020, with interviews taking place later February/March 2020. Early applications are encouraged and will be processed as received.