

Communications Manager, 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 who rely on our content. As Communications Manager your role will be to ensure we are maximizing the potential of our current and future partners. Primary among these are the media. While we have a significant media presence, you will develop a long-term strategic approach, working closely with our project managers and analysts. As well as the media, you will ensure that we are communicating effectively and consistently with a range of key partners in finance, the corporate sector, other non-profits and our philanthropic funders. You will thus take responsibility for evolution of our branding and messaging and work with our developer, designer and administrative staff to ensure the entire team implements this effectively. You will also support our Directors in direct engagements with this range of partners and become the relationship manager in many cases. We place great importance on written communication and you should be prepared to support and also

lead the team in creation of reports, proposals and other content to meet our exacting standards of both style and presentation. We value teamwork and make maximal use of productivity tools like salesforce.com, slack.com, dropbox.com and others.

Responsibilities

- Developing and managing our media outreach strategy
- Frequent and effective communication with a range of individuals in key media
- Evolving and implementing our branding, house style and messaging across all our communication routes (web, reports, proposals, presentation tools).
- With the support of InfluenceMap Directors engaging with our finance, business, NGO and foundation partners, including personal contact with our key partners on a regular basis
- Managing our social media (Twitter, LinkedIn)
- Managing and enforcing the IM house style in all our communications, including final checks on all written communications with support from the team
- Generating event and speaking opportunities for the InfluenceMap team
- Manage our communications assistant who maintains our salesforce.com database system

You will report to the Executive Director of InfluenceMap and work closely with Project Managers of our key work streams. 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 depending on experience/qualifications
- While we envisage a full-time role, we would consider working with a suitably qualified individual on a part time contract basis.
- Start date as soon as possible

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 March 2020, with interviews taking place in April 2020. Early applications are encouraged and will be processed as received.