

MANAGER OF OUTREACH & COMMUNICATIONS

The communications department of the American Academy of Actuaries, a professional association of 19,500+ U.S. actuaries, has an immediate opening for a highly motivated communications professional. The communications department develops and implements strategies and tactics across the contemporary media landscape to support the mission and priorities of the Academy, including promoting awareness and understanding of actuarial professionalism to members and external audiences.

The ideal candidate must be well-versed in creating targeted, but integrated campaigns, utilizing vetted messaging and multiple outreach channels including, but not limited to: social media, offline and online events such as podcasts and webinars, email promotion, web updates, and more. Success in this position will require distilling detailed and complex information into effective messages and materials, detailed project management across teams, and working with outside vendors.

Position requires a Bachelor's degree with at least five years of work experience as a communications professional or in a related position. Exceptional written and oral communications skills. Proven social media acumen, including developing and promoting campaigns on Facebook, Twitter, and LinkedIn using both organic and promoted content. Excellent computer skills including, but not limited to, Microsoft Office, webinar tools, social media, podcasts, internet research, email marketing tools, and member databases. Previous experience with a professional association preferred.

The Academy offers a professional and intellectually challenging work environment, competitive compensation and comprehensive benefits. No relocation costs provided. Salary commensurate with experience and education. Email resume with cover letter and salary requirements to HR Mgr., at HR@actuary.org. View the Academy's website at www.actuary.org.