Strategic Communications, Manager
Washington, DC

The Institutional Limited Partners Association (ILPA) is a growing and dynamic organization, which is dedicated exclusively to the interests of private equity Limited Partners on a global basis. ILPA serves over 550 Member organizations and 5,500 investment professionals in more than 50 countries, including public and private pensions, endowments and foundations, family offices, insurance pools, and sovereign funds. ILPA is the only organization of its kind. Through our efforts in the areas of education, advocacy, standards and best practices, and networking, ILPA aims to have a positive, direct and increasing impact on its Members' investment programs, and the health and reputation of the private equity industry.

We are seeking an experienced and driven Strategic Communications manager to join our team in Washington DC. At the highest level, the Strategic Communications manager will be responsible for executing on a portfolio of Member and industry-facing communications activities, working closely with colleagues based in Washington DC and Toronto.

Core responsibilities of the position:

- Preparation of ILPA annual report
- Coordinate monthly Member and industry newsletters
- Maintain and enhance public and Members-only websites
- Collaborate on the development of product and events announcements and collateral
- Support communications related to industry advocacy and policy efforts
- Partner with leadership team and Board members on speaking engagements
- Manage press releases and media contacts
- Curate social media presence
- Ongoing strategic assessment of ILPA audiences, delivery channels and communications calendar

The role includes modest travel, but with significant lead time. Visits to the ILPA Toronto office are likely at an approximate interval of every three months. Attendance at major Member events is also anticipated.

Key capabilities required to be successful:

- Driven, energetic, creative and results-oriented
- Team player and highly collaborative
- Outstanding writing/editing and verbal communication skills
- Interest in private equity and a desire to build industry knowledge
- Skilled in engaging and navigating multi-stakeholder situations; able to manage by influence
- Demonstrated ability to effectively manage a range of initiatives concurrently

Minimum qualifications:

- Minimum of 5 years' experience
- B.S./B.A. degree
- Proficiency in Microsoft Office and experience with Salesforce
- Proficiency with digital communications

Our values:

Our team is passionate about serving Limited Partners and our shared values drive all that we do.

- We are Member-focused
- We take Ownership
- We Communicate effectively
- We succeed as a Team
- We treat every person with Respect

How to apply:

Candidates are asked to submit a resume and cover letter to Vanessa Fountain-Allen at vfountainallen@ilpa.org. ILPA is an equal opportunity employer and committed to creating a diverse and inclusive work environment.