

## **Public Relations Manager**

### **About Aileron Communications**

Aileron is a mission-driven, boutique strategic communications agency specializing in complex, high-stakes engagements. We work primarily with a select group of clients doing important work primarily in clean energy and innovation. Our services include corporate communications, public affairs, strategy, media relations, social media, branding, crisis management and more.

Aileron's success is built on our relentless dedication to providing candid counsel, flawless execution and stellar results. As guardians of our clients' reputations, we've promoted and protected our partners' interests for more than 20 years.

Aileron offers competitive compensation, a robust benefits package and is strongly committed to work-life balance. All qualified applicants are considered without regard to race, religion, gender, gender identity, sexual orientation, national origin, disability or age. Veterans welcomed.

### **Qualifications**

This position offers skilled communicators and problem solvers an opportunity to grow and expand their skills. Our team is effective because we focus on creativity and results, not bureaucracy.

The PR Manager should have a bachelor's degree, 5-8 years of professional experience in public relations, public affairs or communications. Successful candidates will be able to demonstrate their skill in writing, managing communications projects, building public awareness and communicating complex ideas. This position requires strong editing and research skills and the ability to work independently, including with clients, and contribute to an experienced team.

The right candidate will be able to understand our clients' businesses and industries, which include clean energy, development, technology, infrastructure and finance. They should be a confident multitasker and manager who communicates effectively with multiple stakeholders and is focused on delivering results for clients. Social media and digital campaign experience is a plus.

This role demands a commitment to providing exceptional service and maintaining clients' trust and confidentiality.

Aileron is based in Chicago, Illinois but will consider candidates who prefer to work remotely. The approximate salary range for this position is \$70,000 - \$90,000 and includes highly competitive benefits.

### **Responsibilities include**

- Lead development of communications and public affairs plans
- Pitch and place client news in local, national and trade media
- Manage online and offline communications projects, including websites, social media and presentations
- Write, edit and proofread external communications, byline articles and other materials ensuring quality, high attention to detail and consistency with appropriate writing styles
- Efficiently manage multiple projects simultaneously, working with staff, clients, partners and vendors in a timely and effective manner
- Support business development research, proposal writing and pitching
- Organize and prioritize work under pressure
- Social media campaign development
- Collaborate with colleagues and function as a key team member
- Experience with web and graphic design is a plus