



## Marketing & Communications Manager

### THE OPPORTUNITY

At Clean Energy Trust we believe in the power of entrepreneurship and innovation to conserve natural resources, protect the environment, and prevent climate change.

We are hiring a marketing and communications manager to drive our communications strategy and help tell our story. You will develop the organization's content strategy and play a pivotal role in defining the voice of Clean Energy Trust. You will work hand-in-hand with the passionate and dedicated Clean Energy Trust team to help find, fund, and grow high-impact cleantech startups from the Midwest.

Clean Energy Trust is an early-stage venture investor in high-impact cleantech startups from the Midwest. Structured as a nonprofit, Clean Energy Trust provides valuable resources and patient, hands-on support to help entrepreneurs scale and succeed. To date, Clean Energy Trust has invested in 27 companies across the Midwest. Learn more at [www.CleanEnergyTrust.org](http://www.CleanEnergyTrust.org).

### Key Responsibilities:

- Support content strategy development and execution, including planning, creating, and managing the publishing of content
- Collaborate with staff to effectively communicate Clean Energy Trust's work to relevant stakeholders
- Oversee the planning and execution of major events
- Lead relationships with external support partners such as graphic designers, printers, and website developers
- Be the voice of Clean Energy Trust's digital platforms (website, email campaigns, Twitter, Facebook, LinkedIn)
- Implement our organization's style guide to ensure consistency and quality of positioning and visual identity in the organization's materials
- Support fundraising efforts by creating relevant materials such as marketing collateral and presentation decks
- Support public relations projects and media relations
- Own and manage the organization's Hubspot CRM

### The Ideal Candidate Will Possess:

- Creativity, storytelling skills, and an "eye" for aesthetic design and visual presentation
- Strong executive function, including the ability to plan, take initiative, and work on multiple projects simultaneously in a fast-paced environment
- Excellent written and oral communication skills, including copywriting and editing experience and the ability to effectively represent the organization externally

- Strong project management skills
- Strong interpersonal skills
- Comfort with ambiguity and demonstrated ability to be self-starting and entrepreneurial
- Passion for the mission of Clean Energy Trust and a commitment to supporting innovation, entrepreneurs, and the world's transition to clean energy future

**Qualifications:**

- Minimum of 3 years of relevant marketing, communications, and/or public relations experience
- Understanding of CRM, SEO, and social media marketing tools
- Mastery of Microsoft products, specifically Word, Powerpoint, and Excel
- Experience with Hubspot and Adobe Creative Suite is a plus

**Other Details:**

- Work takes place in an open office setting in a close multi-disciplinary team environment, with extensive computer and telephone work at a desk
- Office located in Chicago, IL
- Some travel required (10-20%)
- FLSA Exempt

**To Apply:** Please send your resume with a cover letter and a writing sample to  
[hr@cleanenergytrust.org](mailto:hr@cleanenergytrust.org)