

NOW HIRING

# Communications Manager



CIRCULATE CAPITAL

An exciting role for a communications professional passionate about educating and engaging audiences around the world about practical and multidisciplinary solutions to the challenges presented by ocean plastic pollution and waste in the South and Southeast Asia region.

## KEY RESPONSIBILITIES

- Manage the development and execution of a comprehensive communications strategy to support Circulate Capital and its mission to address the challenges posed by ocean plastic.
- Develop a range of communications materials including planning, writing and editing content for various media and platforms such as website, presentations, reports, blogs, social media, and e-newsletter
- Develop strategic plans in partnership with team members and external resources to effectively target and reach priority stakeholder audiences in digital and social channels
- Manage timeline for development and effective release of communication/PR materials and timely responses to media enquiries
- Work with designer on development and consistent use of brand identity and brand assets
- Coordinate with team members and service providers across various geographies and organizations to ensure consistency of communications messaging to audiences
- Help with development of strategic relationships, key media and amplifiers
- Lead event management to maximize presence at domestic and international events
- Serve as representative and spokesperson for Circulate Capital as needed
- Support Investor Relations needs including developing and managing ongoing relationships with communications contacts with each investor
- Participate in special projects as needed

Circulate Capital is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and complying with all applicable equal employment opportunity laws.

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CIRCULATE CAPITAL

Circulate Capital is an impact-focused investment management firm dedicated to financing innovation, companies, and infrastructure that prevent the flow of plastic waste into the world's ocean while advancing the circular economy.

## KEY COMPETENCIES

- Exceptional Writing and Storytelling: develop and deliver bylined articles, press releases, speeches, executive briefing materials, position statements, talking points, website content, and other press/media materials written in a timely manner; strong attention to detail. Ability to find unique angles and opportunities to capture work in a compelling manner for audiences.
- Media Relations: media relations experience (proactive and reactive) including creating media strategies, managing agencies to pitch traditional and social media; help plan and execute press events to achieve positive media coverage; manage and interact with media
- Project Management: ability to effectively run programs and projects; ensure timeliness and accuracy of deliverables; anticipate challenges, develop recommendations and brief managers accordingly
- Understands how to communicate effectively across varying audiences and styles.
- Tenacious attention to detail and exceptional organizational skills.
- Comfortable operating in fast-moving, ambiguous and fluid environment with multiple stakeholders and with few established precedents or examples.
- Values intellectual rigor and transparency; willing to ask for help or admit what one doesn't know.

## EDUCATION

The ideal candidate will have a minimum of five years post college experience within relevant fields of public relations, communication or related sectors. Corporate communications experience either directly or with an agency preferred.

## LOCATION

Flexible location with preference for Europe or Asia and ability to work remotely. Our global headquarters are in Singapore with outposts currently in Atlanta, Geneva, London, and Mumbai. Previous experience working within a distributed team across many time zones is helpful.

## HOW TO APPLY

To apply, please send your resume and cover letter to [workwithus@circulatecapital.com](mailto:workwithus@circulatecapital.com). Applications for this position close on May 27, 2019. For more information about us or the work we do, visit [circulatecapital.com](http://circulatecapital.com).