



## **About CNT**

The Center for Neighborhood Technology (CNT) is a nationally recognized 501(c)(3) nonprofit organization that operates at the intersection of sustainability and equity. Our mission is to deliver innovative analysis and solutions that support community-based organizations and local governments to create neighborhoods that are equitable, sustainable, and resilient. CNT provides:

- *Analysis*: rigorous, interdisciplinary analysis of urban and regional problems to produce evidence-based solutions, including sophisticated data tools and online resources to make findings usable.
- *Engagement and empowerment*: engagement of neighborhood partners and local government leaders, supporting and empowering them to improve their communities.
- *Innovation*: innovative and data-driven policy, financial, and technological solutions.
- *Entrepreneurship*: where there are gaps in service, entrepreneurial approaches to create new programs to solve problems we uncover.

CNT's programs leverage its analytical strengths, neighborhood connections, innovative policy ideas, and entrepreneurial instincts to produce meaningful results. Current CNT programs address climate change, transportation equity, housing affordability, resilient water systems, and many other urban issues.

See our website for more information at [www.cnt.org](http://www.cnt.org).

## **Position Description**

CNT is seeking a Managing Director of Strategy and Communications to advance organizational goals through strategic communications and relationship-building. This position is meant to combine two different sets of responsibilities.

First, the Managing Director will develop CNT's messaging and communications capacity, supporting and promoting CNT's innovative and impactful work. Strong communication abilities are needed for this position, as well as experience communicating on behalf of mission-driven organizations. Currently, CNT's lack of communications capacity limits our impact, a deficiency which this position is meant to overcome.

Second, the Managing Director will be asked to cultivate mutually beneficial partnerships with community-based organizations, which we believe are critically important organizations in advancing sustainability and equity. CNT is emphasizing support for community-based organizations within its mission and its work. The Managing Director should have direct experience working with community groups, a strong sense of what these organizations need to succeed, and the ability to build relationships with community-based organizations in Chicago and nationally.

We intend for this position to quickly grow into a leadership position at CNT. Candidates should be interested in and prepared for upward movement within the organization, and will have opportunities for advancement. The salary for this position will be based on qualifications but is expected to be in the \$100,000 range initially. Internal advancement would lead to future salary increases.

## **Responsibilities**

- Develop external messaging and communications strategies, in partnership with program staff, to achieve CNT's goals and advance its mission. Act strategically to broaden awareness and increase visibility of CNT's priorities and accomplishments.
- Manage communication activities and content that promote and enhance CNT's reputation. Lead monthly newsletter preparation, social media activity, and media responses. Proactively bring attention to CNT's work through traditional media and social media activity.
- Represent CNT externally in a variety of settings – sometimes supporting existing policies and proposals, but sometimes offering criticisms and challenging the status quo. Build and sustain mutually beneficial external relationships, and act as a spokesperson for CNT.
- Advance CNT's work with community-based organizations, helping the organization to develop and maintain positive and productive relationships. This would include cultivating relationships of trust, deep listening to understand CBO priorities and identify supports that CNT could provide as an ally, collaborating with CBO partners to co-design project scopes and raise funding for joint ventures, and others.
- In collaboration with other senior staff, support fundraising efforts. Contribute to CNT's efforts to cultivate new funding opportunities, expand existing funding relationships including with corporate funders and individuals, and build productive partnerships with other organizations and companies.

## **Qualifications**

- Commitment to equity, environmental justice, sustainability, and resilience.
- Minimum of 10 years of professional experience in a relevant field, such as communications, community development, sustainability, or nonprofit management.
- Knowledge of the operations of community-based organizations, ideally including past employment or board service at a community-based organization.
- Strong communication abilities (both written and verbal) and willingness to engage with external stakeholders, including community leaders, government, and the media, among others.
- Existing relationships with community-based organizations, local and national media, and others who could help to promote CNT's message.
- Competent social media skills and thorough knowledge of Twitter, Facebook, Instagram, and other social media. Existing presence on social media is desired.
- Spanish-language skills and multi-cultural competencies are a plus.
- Ability and willingness to work in a mission-driven organization to accomplish challenging goals as part of a multidisciplinary and diverse team. Ability to lead, manage and motivate staff to achieve desired results. Overall, this position will demand patience, generosity of spirit, receptivity to different work and communication styles, and a willingness to put in extra effort to achieve the organization's mission.

This position reports directly to CNT's CEO, and will also work closely with the Vice President of Government Affairs as well as numerous other staff.

**Anti-Discrimination Policy:** CNT is an equal opportunity employer that does not discriminate against any employee or job applicant based on race, color, national origin, religion, sex, sexual orientation, age, disability, veteran status, or marital status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, termination, promotion, transfer, layoff, leaves of absence, compensation and training.

## **How to Apply**

Please email cover letter and resume by February 12 to:

Bridget Torres, VP of Talent and Culture

Center for Neighborhood Technology

17 N State, Suite 1400

Chicago, IL 60602

[bridget@cnt.org](mailto:bridget@cnt.org)

Please write Managing Director of Strategy and Communications in the subject line. No phone calls please.