

Internal Communications Manager

ACLI seeks a strong communicator and writer to support our executive and thought leadership communications team. The right person will be able to take complex ideas about policies and products and explain them in a clear and simple manner. They will use excellent writing, editing and proofreading skills, and their creative and strategic abilities to craft inspiring and persuasive messages.

A key part of this role is to develop and support messaging that demonstrates our industry's commitment to the people, society, and partners who rely on our products every day. Primary responsibilities include editing and writing high strategic value items, like testimony, speeches, fact sheets, digital content, as well as developing messaging around strategic initiatives. There will be an opportunity to collaborate across several areas, including executive visibility, thought leadership, federal and state relations, research, meetings, and policy teams.

This position is part of the Communications & Public Affairs team and reports to the VP, Executive and Leadership Communications.

Duties, responsibilities and accountabilities

- Work closely with VP, Executive and Leadership Communications to articulate industry narratives in a clear, streamlined, and strategic way to a variety of audiences.
- Engage with senior leadership to evaluate, edit, and write strategic communications like testimony, speeches, fact sheets, and digital content.
- Coordinate and collaborate with various teams including Federal and State Relations, Research Department, Meetings, and policy teams to provide input on a variety of communications products.
- Produce timely and relevant online content that augments CEO communications strategy.
- Under direction of VP, Executive and Leadership Communications, identify creative opportunities to create content from industry positioning materials to use across organization.
- Manage internal messaging content system.
- Develop and maintain an informed awareness of relevant issues and topics to effectively carry out all activities.

Requirements and Qualifications

- Bachelor's Degree in communications or related field of study.
- 5 years of experience in public relations, journalism, writing, or related area.
- Strategic and creative thinker who understands the principles of storytelling.
- Advanced written and verbal communications skills, good judgment, and the ability to work on tight deadlines and under pressure with an eye for detail.
- Team player who can work at both strategic and tactical levels to deliver high-value communications results.
- Demonstrated interpersonal skills, flexibility, and ability to exercise diplomacy and manage a high-volume of communication initiatives at the same time.

Email resumes to HRACLI@acli.com

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