



ACORE Communications Manager

Position Title: Communications Manager

Departments: Communications

Reports to: Vice President of Communications

Position Description

The Communications Manager will report directly to the Vice President of Communications and will work collaboratively across the organization to enhance ACORE's visibility and impact on cross-cutting renewable energy business and policy issues.

We are looking for a talented, detail-oriented communicator who can deliver compelling, creative, timely content on the renewable sector, ACORE and its members. The ideal candidate will have excellent writing skills and media relations experience, knowledge of the energy industry and legislative/regulatory processes are a plus. This position is based in Washington, D.C. ACORE has a hybrid work environment that allows team members a combination of in-office work and telework.

ACORE believes in a healthy work environment and has a COVID Vaccination Policy in place. All employees must be fully vaccinated and receive a booster shot to work in our offices.

Key job duties

- Write, edit and proofread a wide variety of written content (e.g. press releases, media advisories, executive quotes, op-eds, blogs, newsletters, talking points)
- Pitch media and serve as a point of contact for incoming press inquiries
- Manage ACORE's press lists, working in close coordination with the Vice President of Communications
- Monitor industry and member news
- Oversee production of ACORE's daily, weekly, and monthly newsletters
- Draft and schedule compelling content as needed for ACORE's social media platforms (Twitter, Facebook, LinkedIn) and website
- Help develop and maintain project timelines
- Ensure that content produced by ACORE aligns with the organization's voice and brand
- Supervise interns on best practices, departmental procedures and protocols
- Perform other tasks and miscellaneous support duties as assigned

Required skills and knowledge

- Bachelor's degree in communications, public relations, journalism, English or relevant field

- 5+ years of PR/media relations experience, preferably at a mission-driven nonprofit, trade association, public relations agency, government office or clean energy company
- Superb writing, editing, and proofreading skills (AP style) and a demonstrated ability to translate complex information into clean, concise and engaging copy
- Facility to adapt to change and prioritize multiple tasks effectively under deadline pressure
- The ability to work collaboratively in a team environment, approaching issues with an objective mindset
- Experience with media monitoring tools (e.g. Muckrack, Sprout Social, Google Analytics) and email marketing platforms (e.g. Mailchimp) preferred
- Knowledge of WordPress, Canva, Salesforce, and Adobe Creative Suite is a plus

Non-Discrimination

ACORE is committed to workplace diversity and inclusion. We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.

Benefits

- Quality Medical, Dental, Vision Insurance, fully covered by the employer
- 401(k), with a 5% employer contribution each pay period
- Life, AD&D, Short-Term and Long-Term Disability
- Hybrid work schedule
- Generous PTO & Sick Leave Policy
- Parental Leave for all parents to bond when new children enter a family

Compensation

The annual salary range for this position is \$75,000 - \$90,000.

Application Instructions

Submit resume, cover letter and writing samples [here](#)

About ACORE

Founded in 2001, the American Council on Renewable Energy (ACORE) is a 501(c)(3) national nonprofit organization that unites finance, policy and technology to accelerate the transition to a renewable energy economy. ACORE is the focal point for collaborative advocacy across the renewable energy sector, supported by hundreds of members spanning renewable energy technologies and constituencies, including developers, manufacturers, financial institutions, major

corporate renewable energy buyers, grid technology providers, utilities, professional service firms, colleges and universities and allied nonprofit groups. ACORE accomplishes much of its work by convening leaders across key constituencies, facilitating partnerships, educating federal and state legislators and agency officials on important policies, publishing research and analysis on pressing issues, and undertaking strategic outreach on the policies and financial structures essential to renewable energy growth. Additional information is available at: www.acore.org