

## Communications Manager

### About the Role

The Communications Manager is an exciting new role created to advance our engagement with key stakeholders to prevent ocean plastics and advance a circular economy in South and Southeast Asia. This role will be required to be able to work independently and as a team member to develop and manage communications strategies and a range of communications materials. The Communications Manager will also coordinate with organizations, services providers, and key partners, including Circulate Capital and SecondMuse. This is a full-time position and the role reports to the Director of Impact & Insights.

### Key Responsibilities

- Manage the development and execution of a comprehensive communications strategy to support The Circulate Initiative and its mission to address the challenges posed by ocean plastic by the incubation of circular, investible and inclusive solutions, and the generation of insights that accelerate investment and scale in the sector.
- Develop a range of communications materials, including planning, writing and editing content for various media and platforms, such as websites, presentations, reports, blogs, social media, and newsletter.
- Develop strategic communications 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 and partners' enquiries.
- Work with designer on development and consistent use of brand identity and brand assets
- Coordinate with team members, partners and service providers across various geographies and organizations to ensure consistency of communications messaging to audiences, including collaboration with key partners, including Circulate Capital, Secondmuse and others.
- Help with development of strategic relationships with key stakeholders, media and amplifiers
- Lead event management to maximize presence at relevant regional and global events as well as coordinate owned events and webinars.
- Participate in special projects as needed.

### Key Competencies

- **Exceptional Writing and Storytelling:** Develop and deliver blog articles, press releases, executive briefing materials, position statements, talking points, website content, and other assets 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.

- **Project Management:** Ability to effectively run programs and projects; ensure timeliness and accuracy of deliverables; anticipate challenges, develop recommendations and brief managers accordingly, report on achievements.
- **Social Media and Media Relations:** Solid experience in managing social media and traditional media (proactive and reactive) including developing strategies and content, managing agencies and interacting with media to achieve positive media coverage.
- **Speaking Opportunities and Event Management:** Ability to identify and coordinate speaking opportunities to ensure maximum exposure, develop recommendations and brief managers accordingly, report on achievements.
- Understands how to communicate effectively across varying audiences and styles.
- Tenacious attention to detail and exceptional organizational skills.
- Comfortable operating in a 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, communications or related sectors. Corporate communications experience either in-house or with an agency preferred.

## Location

Our global headquarters are in Singapore and we have a strong preference for the candidate to be in Singapore - you must be either Singaporean permanent resident or citizen. However, we are open to the right candidate who is in Asia and has the ability to work remotely.

## To Apply

Please submit your resume and cover letter with the email subject line: "TCI Communications Manager 2022" to [ajoly@thecirculateinitiative.org](mailto:ajoly@thecirculateinitiative.org), copying [hello@thecirculateinitiative.org](mailto:hello@thecirculateinitiative.org). Applications close on **December 24, 2021**.

Thank you for your interest in The Circulate Initiative and this role. Note that only shortlisted candidates will be contacted.

## About The Circulate Initiative

The Circulate Initiative is a non-profit organization committed to solving the ocean plastic pollution challenge by supporting the incubation of circular, inclusive and investible waste management and recycling systems in South and Southeast Asia. We achieve this by collaborating with key stakeholders across the sector, and by producing insights to support and accelerate investment and scale across the value chain. For more information, please visit: <https://www.thecirculateinitiative.org/>