October 2026

Digital Communications & Marketing, Manager – Chicago Lights
Classification: Exempt
Status: Regular, Full Time
Location: Chicago (Hybrid, in office 3 days a week)
Reports to: Sr. Director of Communications and Marketing for Fourth Church and Chicago Lights with strong oversight, day-to-day alignment, and collaboration with Chicago Lights Executive Director and program team.

About Chicago Lights
Chicago Lights is a nonprofit 501(c)(3) youth development and adult social services organization at Fourth Presbyterian Church that builds brighter futures through supportive relationships and life-changing programs. Rooted in the heart of the city, Chicago Lights offers long-term, high-impact opportunities through our Tutoring, Summer Day, Urban Farm, and Social Service Center programs.

Position Summary
The Digital Communications & Marketing Manager for Chicago Lights leads the development and execution of content and communications across digital, website, print, social and event platforms; supports donor communications and fundraising initiatives; and ensures consistent brand voice and visual identity. This role also leads communications and creative production for Chicago Lights events, from invitations and promotional campaigns through onsite visual communications, video storytelling, and speaker materials.

This role sits inside the central Communications/Marketing team but operates as an embedded program partner to elevate the stories and impact of Chicago Lights under the shared strategic leadership of central Communications and the Chicago Lights Executive Director.

Essential Functions
Communications Strategy & Content Development

• Create and maintain a year-round editorial calendar aligned with program, volunteer recruitment, fundraising, event, and Board priorities.
• Write and edit newsletters, appeals, annual reports, website copy, stewardship materials, and other communications.
• Manage, capture content for, and populate Chicago Lights on social media channels (Facebook, Instagram, LinkedIn, YouTube) and the Chicago Lights website.
• Collaborate closely with Chicago Lights program staff to collect stories, quotes,

observations, and images that reflect program impact, maintaining a consistent presence on-site across all program locations.
• Lead the Chicago Lights digital storytelling pipeline using asset-based, dignity-first messaging; ensure that participants and Program Directors review and formally approve any individual participant content prior to publication or print.
• Support all Chicago Lights programs with appropriately branded, localized collateral (flyers, informational materials) to support participation and volunteer recruitment, engaging external freelance designers when extensive design work is required.
• Ensure strict consistency of tone, messaging, and visual identity across all platforms, materials, and events.

Donor Messaging & Collaboration
• Partner with the Associate Director of Development and other Development staff on campaign and donor communications, including strategy, project management of appeals, and targeted mail/email/video/social initiatives.
• Produce donor-focused content for stewardship, recognition, and regular touchpoint updates, including donor stories, gift acknowledgments, and initiativespecific proposals.
• Collaborate with the Evaluation and Impact team to track communication outcomes, segmentation, and outreach success metrics within Salesforce and other data platforms.
• Collaborate with Fourth Church communications staff to share stories that maximize visibility and highlight Chicago Lights across Fourth Church communications.
• Coordinate directly with the Senior Director of Communications, Executive Director, and Program Directors to pitch stories for earned media; ensure leadership alignment before media outreach and provide on-site Communications staff accompaniment for media visits.
• Support internal communications for staff, volunteers, and the Board of Directors, including drafting remarks and preparing presentations for board meetings.

Event Communications & Production
• Lead communications and creative production for Chicago Lights events and fundraising initiatives from planning through execution, ensuring a cohesive and compelling experience across pre-event, onsite, and post-event communications.
• Develop and manage event communications, including invitations, promotional campaigns, email and social communications, website content, event programs, auction and fundraising materials, and other audience-facing collateral.
• Manage onsite visual communications and event materials, including signage, wayfinding, presentation slides, screens, displays, and other branded environmental elements.
• Develop and coordinate event storytelling and video content, including concept development, interviews, scripting, production, editing, and final delivery, working with internal staff and external videographers/editors as appropriate.

• Draft and edit scripts, talking points, speaker remarks, introductions, and other materials to support speakers, program hosts, Executive Leadership, Board members, and other event participants.
• Partner with Development, program staff, leadership, vendors, and event partners to establish timelines, gather content, coordinate approvals, and ensure all communications and creative assets are delivered accurately and on schedule.
• Lead communications and creative support for major Chicago Lights events, including the Gala of Hope, Chicago Lights Board of Directors Summer event, Associates Board seasonal events, and other special events throughout the year.
• Direct the concept, vendor selection, interview scheduling, production, and editing reviews for the annual Gala of Hope video, ensuring strong storytelling and fundraising impact.
• Coordinate post-event communications and content, including photography, video, social content, donor follow-up, and stories that extend the reach and impact of each event.
Project Management & Vendor Coordination
• Coordinate and manage relationships with external contractors and vendors, including freelance graphic designers, writers, photographers, videographers/editors, and printers.
• Develop and manage project timelines, creative briefs, approvals, production schedules, and deliverables across communications and event projects.
• Maintain and systematically organize communications archives and image libraries, ensuring up-to-date photo release documentation is secured and verified for all utilized assets.
• Perform other duties as assigned.

Qualifications
• Bachelor's degree in communications, marketing, journalism is preferred or related field
• 4+ years of nonprofit, mission-driven communications, or agency experience.
• Highly organized and detail-oriented with the ability to manage multiple priorities in a fast-paced environment along with strong project management capabilities.
• Exceptional writing, editing, and human-interest storytelling skills, with a deep understanding of dignified messaging in the nonprofit sector.
• Ability to use AI tools effectively and responsibly to support communications strategy, content development research, workflow efficiency, and audience engagement with strong judgment around accuracy, ethics, privacy, and brand voice.
• Experience managing website content management systems, email marketing platforms (e.g., Constant Contact, Mailchimp), social media & community management.
• Experience or familiarity with CRM platforms (e.g., Salesforce) and data tracking for marketing campaigns is preferred.

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• Basic graphic design skills (Canva, Adobe Creative Suite, etc.) and basic photography/content-capture skills
• Deep commitment to diversity, equity, inclusion, and social justice.

Physical Requirements & Work Environment
The physical demands and work environment described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with different abilities to perform essential functions.
• Must be able to participate in online virtual communications including email, video conferencing, and other online tools used to facilitate virtual office culture and work sharing.
• Smoke and drug (illegal or recreational) free environment.
• Fourth Church/Chicago Lights aims for accessibility in any off-site location in its control, but some of them may not be fully accessible.
• This role requires prolonged periods of sitting and computer work.
• Lifting requirements of 25 pounds.

Schedule
This is a full-time position based on a 40-hour work week. The baseline schedule is Monday through Friday with a supported hybrid framework (minimum of three days onsite per week; remote days negotiable with the supervisor). Note: This role requires flexibility to adjust hours, and swap days as needed to facilitate evening and weekend content capture (e.g., attending evening Tutoring, Friday Summer Day field trips, or Saturday morning Urban Farm events) alongside special event deadlines.

Compensation & Benefits
This is a full-time salaried position with an annual salary range of $65,000 - $70,000 commensurate with experience and qualifications. Fourth Church and Chicago Lights offer a robust benefits package including:
• Medical insurance (church pays 85% of employee monthly premium and 75% for eligible dependents).
• Optional dental and vision plans.
• Generous PTO: 17 days plus 11 paid holidays.
• 403(b) retirement plan with employer contributions after one year of service.
• Flexible Spending Accounts (FSA) for medical and dependent care.
• Transit and commuter parking benefits.
• Life and short-term disability insurance; optional long-term disability and life insurance.

EEO Statement
Fourth Presbyterian Church and Chicago Lights are committed to equal employment

opportunity for all qualified persons, without regard to race, color, citizenship status, national origin, ancestry, sex, sexual orientation, gender identity and/or expression, age, creed, physical or mental disability, marital status or familial status, veteran status, military status, source of income, political affiliation, or any other factor protected by law. Fourth Church and Chicago Lights seek to build and retain a diverse staff and is committed to fostering an equitable and inclusive workplace where everyone is treated as a respected and valued member of the team.

Fourth Church and Chicago Lights are committed to elevating the voices of individuals of all backgrounds, including but not limited to women and people of color, Native people, immigrants and refugees, low-income people, LGBTQ+, and transgender, gender nonconforming, and non-binary people, people with disabilities, and accordingly encourage qualified individuals from all communities to apply.