



## **JOB ADVERTISEMENT – RECLAIM FINANCE**

### **Communication Manager Permanent Contract– Paris**

We are looking for a dynamic, passionate and experienced individual who wants to help accelerate the decarbonization of finance.

- Your main task will be to develop the association's overall communication strategy, and to manage the various communication projects and works to ensure their coherence and readability.
- You will accompany and support the other members of the communication team in their daily work and ensure the team's resilience.
- You will also be responsible for relations with the French-speaking media.
- You will work in close collaboration with the Campaign Manager, the Communication Team, under the supervision of the management and in coordination with the Operations and Fundraising Manager.
- This full-time position is available immediately.

#### **About us**

We are a fast-growing European organisation 100% focused on issues at the crossroad of finance and social and climate justice. Launched in 2020, Reclaim Finance has already emerged as one of the go-to organizations of climate-related financial issues.

Affiliated with Friends of the Earth France, we aim to push the financial sector to work towards sustainable societies. In the context of the climate emergency and biodiversity losses, one of Reclaim Finance's priorities is to accelerate the decarbonization of financial flows. Our method to get there: to snatch wins, one by one.

We expose the climate impacts of some financial actors, denounce the most destructive practices, and put pressure on financial institutions until they stop them. Pragmatic, we know how to build alliances with other players and put our expertise at the service of financial institutions and political decision-makers who wish to transform their existing practices to align with ecological imperatives.

#### **Main Responsibilities:**

The communication manager, in charge of a team of 2 to 3 people:

**Defines the overall internal and external communication strategy and ensures its consistency with Reclaim Finance's political project.**

- In collaboration with the team and partners, develops and supports the association's global digital, media and institutional communication strategy, in French and English
- Ensures the association's public image.

- Is responsible for monitoring the communication planning, establishing KPIs and evaluating the effectiveness of the communication strategy and operations.
- Is responsible for following up grant applications and donors' reporting on all the "communication" aspects.
- Is responsible for designing institutional communication tools (annual reports, brochures and presentation leaflets).

#### **Supervises and supports the members of the communication team**

- Helps them to organize their working time and priorities
- Supports them in the strategic reflection on their respective projects
- Helps them to learn new tactics and campaign communication methods.

#### **Guides and facilitates the construction and smooth running of projects**

- Conducts a weekly review with the Head of Campaigns to ensure that communication strategies are consistent with each campaign's, project's and the association's political objectives.
- Assesses each new project's feasibility against our resources and is responsible for establishing a workload plan, a timetable and the communication team's understanding of each project before it begins.
- Supports the communication team in developing messages and communication strategies for each campaign and project and is responsible for ensuring consistency of messages across the association's various communication channels.
- Conducts a weekly review with the communication team to assess the project's progress, anticipate possible obstacles and find solutions.

#### **Supervises and manages press relations in France**

- Develops and maintains relations with French-speaking journalists and is responsible for maintaining the press contacts database.
- Collaborates with the international media relations manager to refine communication lines and ensure consistency between the French and international media.

As Reclaim Finance is a developing organisation, these responsibilities are likely to evolve.

#### **About you**

You preferably have at least 5 years of professional experience in a similar position and have demonstrated your ability to manage a team and coordinate several projects.

You have excellent interpersonal, dialogue and oral and written communication skills. You are rigorous, precise and able to grasp, analyse and synthesise complex issues to make them intelligible and transform them into powerful, accessible messages adapted to different audiences. You understand the balance of power and have demonstrated your ability to use communication to achieve campaign objectives.

You have a strong commitment to climate justice and a very good knowledge of key environmental and climate issues. You don't need to be an expert on finance, but you should have some knowledge. Above all, you must have curiosity and the ability to learn quickly, including technical issues.

You are fluent in English and French (read/write/speak). A third language is a plus.

### **Terms and conditions**

- Position to be filled immediately; permanent contract.
- The position is ideally based in Paris 20ème with a possibility of teleworking 1 or 2 days a week.
- Flexible working hours during the week. However, we work with international partners in a constantly changing political context. You must, therefore, be available for regular work in the evenings and occasionally on weekends.
- Benefits: transport card (50%), health insurance (50%), and restaurant tickets (50%).
- Remuneration: between 44K€ and 47K€ gross per year (depending on experience and according to an internal salary scale).

Please send your CV and cover letter by e-mail to [recrutement@reclaimfinance.org](mailto:recrutement@reclaimfinance.org), indicating "Communication Manager" in the subject line.