

STAFF OPENING

Title:	Senior Writer/Editor
Department:	Public Communications
Reports To:	Senior Director, Content

As the leading global association of mutual funds, exchange-traded funds, and other regulated funds, the Investment Company Institute encourages adherence to high ethical standards, promotes public understanding, and works to advance the interests of funds, their shareholders, directors, and advisers. We currently have a Senior Writer/Editor position available in our Public Communications department.

As a member of the Public Communications department, this position is responsible for providing writing and editorial support and project management for ICI communications and policy-related initiatives.

Essential functions of this role include:

- Working with Public Communications managers, ICI leadership, and internal clients to define priorities, identify opportunities for creative strategic communications, and implement and manage those communications through publishing projects in support of policy goals.
- Supporting and helping manage development of print and digital content, including planning, researching, writing, editing, and distributing content for print products, email newsletters, websites, blogs, videos, and social media channels. Monitoring and responding as appropriate on others' channels, and collaborating with others in Public Communications in their efforts to do the same.
- Supporting executive communications, including speeches, presentations, talking points, and other public communications, with a focus on the Institute's international activities.
- Under the guidance of the Senior Director, Content, supporting and helping manage development of the Institute's *Annual Report to Members*, *President's Quarterly Report*, the *President's Global Report*, and other publishing projects.
- Providing editorial support and coordination for assigned issue areas. Monitoring internal and external sources to research and build subject matter expertise; developing relationships with relevant staff throughout ICI; providing counsel on publishing and communications priorities for specified issue areas; editing or originating material related to issue area for every publishing channel.
- Supporting and providing marketing counsel for ICI initiatives and conferences to include creating and editing promotional collateral.
- Providing support to Media Relations through preparation of editorial materials and strategic guidance on distribution options.
- Responding to member and public requests pertaining to ICI communications.

If you have the following credentials, we encourage you to apply:

- Bachelor's degree and seven to 10 years of communications or publication experience with emphasis on writing and editing, preferably in or about the financial services industry; or equivalent combination of related education and experience.

- Strong background in marketing, as well as print, digital, and social media communications.
- Strong and creative writing and editing skills, including the ability to create and adapt material for multiple audiences. Proven ability to cut through jargon and write in plain language.
- Proven experience with speechwriting and other executive communications, including presentations.
- High degree of personal initiative and productivity.
- Strong organizational skills and high level of attention to detail.
- Strong interpersonal skills; able to coordinate with ICI staff at all levels and across all departments to produce timely, high-quality publications.
- Strong knowledge of legal and technical issues related to the worldwide fund industry.
- Strong knowledge of marketing concepts and best practices.
- Ability to work effectively in a fast-paced team environment.
- Flexibility in dealing with rapidly changing priorities.
- Familiarity with both print and digital design and production processes.
- Familiarity with web content and social media management and platforms.
- Statistical literacy.
- Fund industry or relevant experience desirable.

ICI offers competitive pay, as well as excellent benefits, including a comprehensive medical plan, generous 401(k) retirement savings plan, paid leave, commuting subsidies, tuition reimbursement, and training and development opportunities. Based in Washington, DC, ICI is conveniently located next to the McPherson Square Metro station.

To be considered for the position, email your cover letter and resume to employment@ici.org.

ICI is an Equal Opportunity Employer that values diversity and inclusion in the workplace.