



## POSITION GUIDE

# Consultant, Communications

### ABOUT CAMPBELL & COMPANY

[Campbell & Company](#) is a national consulting firm that serves nonprofit organizations and institutions in all sectors, including education, environment, healthcare, human services, arts and culture, associations and membership organizations, and civic and public affairs. The firm has offices in Chicago and Seattle with regional staff in the Midwest and along the East and West Coasts. Our team-based approach enhances our work and is built into our company’s structure as a 100 percent employee-owned firm.

This is an exciting time for our firm as we evolve to meet the nonprofit sector’s changing needs and implement a new strategic plan to guide our firm’s ongoing growth and priorities.

We work with organizations at critical points in their growth and development, when our expertise and partnership can have a powerful impact. We have four primary service lines: [fundraising](#), [communications](#), [executive search](#), and [strategic information services](#). We assemble versatile teams for every client engagement, working to address the challenges from every angle and crafting clear, integrated solutions.

As a firm, we are [fully committed to Diversity, Equity, Inclusion, and Access](#) (DEIA). Accordingly, we’ve created a framework to strengthen the diversity of our firm, address the ways in which we can be more fully inclusive of people from all backgrounds, and work to build equity in our profession and the nonprofit sector. This change framework focuses on our internal talent management, ensuring an inclusive culture, continuous learning, and transparent communication. We are not experts but are getting better every day.

We are also committed to walking with our nonprofit partners in this work. Our goal is to help all our clients be as inclusive as possible, advising on creating inclusive processes and conducting our work through an equity lens. One example of this work is our [Equity Partners Program](#) in which we engage with BIPOC-led nonprofits committed to racial equity work.

Learn more about Campbell & Company on our website: [www.campbellcompany.com](http://www.campbellcompany.com)

### OUR STAFF

- 43 Chicago & Midwest
- 14 Seattle & Northwest
- 6 East Region
- 2 West Region

### MISSION

To advance the life-changing work of mission-driven organizations

### VALUES

**Belonging | Collaboration**  
**Curiosity | Rigor**



## THE POSITION

Our Communications team works with clients to craft compelling messaging, produce communications in a range of formats, coach and train nonprofit leaders in their communications roles, and develop communications strategy. Most of our work centers around fundraising, with a focus on creating the communications that drive large fundraising campaigns. We also provide business writing support to the firm's fundraising consulting practice, including developing reports that deliver our fundraising strategy recommendations to clients.

The Consultant position in our Communications practice is a mid-level client service role that includes a significant focus on writing and messaging, as well as project coordination and team collaboration.

## RESPONSIBILITIES

Primary duties will include:

- Work with colleagues and clients to develop messaging and branding for fundraising campaigns and other significant organizational communications.
- Work with colleagues to produce significant reports that deliver our recommended fundraising and communications strategy.
- Facilitate meetings and presentations with client leadership, staff, and board members with the goal of building consensus, sharing messaging and work, and generating meaningful and inclusive discussion.
- Conduct discovery work including in-depth interviewing, group workshops and focus groups, materials review, and background research.
- Produce and edit copy for client communications in a variety of formats, including brochures, digital presentations, web, and video.
- Provide day-to-day project coordination for client engagements including interfacing with client staff, Campbell & Company colleagues, and design/creative partners; managing timelines and review processes; and supporting effective meetings.
- Proofreading, copyediting, and overall quality control on client and internal deliverables.

With experience, learning, and a track record of success, Consultants advance to higher title levels within the Communications practice in which they take on greater leadership for increasingly significant projects, take on sales responsibilities, and begin providing team leadership and direction for others.

## QUALIFICATIONS

We are looking for amazing people who are inspired by our mission and highly motivated to change lives through meaningful work. The Consultant position is a multi-faceted role requiring several primary skills:

- At least 3 years of experience in a nonprofit communications (especially development communications) or professional/creative services (consulting, copywriting, creative strategy, etc.) role
- Exceptional customer/client-service orientation, with a focus on partnership
- Exceptional persuasive and expressive writing skills with the ability to listen and adapt to each unique client brand, voice, and tone
- A commitment to diversity, equity, inclusion, and access and their application in nonprofit communications
- Strong technical/business writing and analytical skills
- Comfort and skill facilitating meetings and presenting work virtually and in-person



- A team-based, collaborative work style with an open-minded attitude toward feedback
- The ability to work independently to manage deadlines and manage multiple projects simultaneously
- Creativity, flexibility, and the ability to solve problems
- Project management skills and attention to detail

Campbell & Company is an “employee choice” hybrid work environment that supports remote work and maintains offices in Chicago and Seattle for in-person work. Some travel is required for client service and in-person firm business. We are open to candidates from all U.S. locations and may give preference to candidates located near Seattle or Chicago, or in the Northeast.

## COMPENSATION AND BENEFITS

The salary range for this position is \$68,000 to \$77,000. Campbell & Company also offers a generous and comprehensive benefits package.

## APPLICATION

To be considered, please complete the application at the link provided by submitting a (1) resume, (2) cover letter, and (3) sample of relevant work you have contributed to as a writer, editor, or creative director/manager.

[APPLY NOW >](#)

Use the button above or visit [www.campbellcompany.com](http://www.campbellcompany.com) to learn more about this opportunity.

Applicants must be authorized to work for any employer in the US. We are unable to sponsor or take over sponsorship of an employment visa at this time.

## EQUAL EMPLOYMENT OPPORTUNITY

*Campbell & Company provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. We are proud to partner with nonprofits to advance justice, opportunity, and equity throughout our society and we bring this same commitment to our practices and culture as a company. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*



Drawing on our deep expertise in environmental/conservation, human services, arts and culture, education, healthcare, and association/membership organizations, **Campbell & Company offers a high-touch, human-centered executive search experience for clients and candidates.** We recruit from our extensive national networks leveraging the relationships and reach of our entire firm, which for 47 years has partnered with organizations across the nonprofit sector to advance their missions and deepen their impact.

We are proud to be the executive search firm of choice for hundreds of nonprofit organizations. Campbell & Company has been listed four times as one of the country's **best executive search firms** by *Forbes* Magazine and named one of Women of Color in Fundraising and Philanthropy (WOC)'s **Top 10 search firms for placing extraordinary leaders of color** for three consecutive years. *Crain's* Chicago recently named us one of **Chicago's Best Places to Work**; *Seattle Business* Magazine also named us one of **Washington's Best Companies to Work For**.

As members of this employee-owned firm, everyone at Campbell & Company has a personal stake in the success of each client. Through our culture driven by **belonging, collaboration, curiosity, and rigor**, we empower every team member to innovate for the good of our clients.

Combining your mission and our passion, Campbell & Company **leverages our entire team** to be an effective and supportive partner before, during, and after complex leadership transitions. We are driven to place not just a capable candidate, but one who complements your existing culture, can **move your organization forward**, and will make a meaningful contribution to the nonprofit sector.

Visit us at [campbellcompany.com](http://campbellcompany.com) and connect with us on LinkedIn, Twitter, Facebook, and Instagram.