



Communications Manager

Location: Sydney, Australia

Reporting to: Director, Sustainability & Communications (based in San Francisco, USA)

New Forests (www.newforests.com.au) seeks a motivated and suitably experienced Communications professional for this newly created position. In this role you will be primarily responsible for coordinating New Forests' communications initiatives, to promote and protect the company's brand and reputation, implement strategic advocacy in service of its vision and mission, and support its global investment program. You will focus on execution and management of communications activities, including administration of related systems, such as media monitoring, website, and corporate communications support. The role also includes significant opportunity for developing the company's communications strategy. As part of the communications function within the Investor Services team, you will be involved in a range of activities such as media relations, advocacy, marketing, and crisis communications. This role is thus well suited to candidates seeking diverse responsibilities and looking to grow in a cross-functional capacity.

New Forests is an investment management business offering leading edge strategies in forestry, land management, and conservation. Our business intent is to manage sustainable landscapes for production and conservation and to generate shared value for our clients and the communities where we operate. Founded in 2005, we offer institutional investors dedicated investment strategies in Australia-New Zealand, the United States, and Southeast Asia and have more than AUD 5.9 billion in assets under management. We manage sustainable forestry assets, forest carbon projects, rural land, and timber processing infrastructure. New Forests is headquartered in Sydney with offices in San Francisco, Singapore, New Zealand, and Melbourne.

Specifically, you will be responsible for:

- Project management and execution of a broad range of both proactive and reactive communication campaigns and marketing projects to align with company objectives.
- Supporting and/or managing strategy for public relations, press, and communications issues.
- Collaborating closely with leadership and peers to create content and materials for internal and external communications, ranging from press releases to case studies to reports.
- Media and industry relations - pitching, sourcing, coordinating, and cultivating relationships with external contacts.
- Maintaining corporate website, ensuring its accuracy and alignment to business objectives (a complete website overhaul will be conducted in 2021 and this role will co-manage this project).
- Partnering with Investor Relations team to elevate fundraising campaigns and promote across external platforms (events, blogs, virtual convenings, publications, industry networks, etc.).
- Managing copywriting, proofreading, and design of public materials, such as reports, presentations, and research articles, as needed, and ensure deliverables meet compliance requirements.
- Sourcing and being a point of contact for relationships with external communications providers, including strategic communications, PR, creative, and design.
- Maintaining communications procedures/systems, such as press logs, media lists, media monitoring, and campaign reporting as well as content, editorial, and event calendars.

- Being a steward for communications infrastructure, systems, and resources to ensure effective and efficient corporate communications, including oversight for corporate templates.

We are looking for candidates with:

- 5+ years relevant experience with requisite competencies; Experience in external corporate communications will be well regarded.
- Prior experience with at least one of the following: crisis communications management, reputation risk management, regulatory affairs, or advocacy planning and campaigns.
- Track record of successful communications campaign development, management, and results.
- Degree qualified in relevant discipline or equivalent experience.
- Ability to excel at working collaboratively and cross-functionally with both team peers and leaders within and outside the communications function; Ability and desire to build strong working relationships.
- A keen and natural communication style, highly capable across written and oral communications.
- Demonstrated business acumen and ability to exercise sound business judgement.
- Demonstrated situational and cultural fluency with the ability to adapt to working with diverse clients, peers, and stakeholders and in an international, cross-cultural business context.
- A curiosity and interest in storytelling and building compelling narratives.
- Superior attention to detail; a polite and firm stickler for quality control.
- Mission alignment with New Forests and desire to work collaboratively toward vision, mission, and purpose.
- Strong time management and organisational skills.
- Excellent Microsoft Office skills including Outlook, PowerPoint, and Word.
- Previous exposure to the forestry sector, institutional investment, and/or funds management will be well regarded but is not a pre-requisite.
- Prior experience updating and maintaining website content a plus; familiarity with WordPress or similar an advantage.
- A demonstrated interest in/knowledge of sustainability.

What can we offer?

Our environment is busy and supportive, and the team is professional but relaxed. If you join us, you would be joining a growing, fast-paced business that is an environmental and sustainable leader in forestry investment. You will also be working with professionals who are passionate about their work!

To apply, please provide your resume and cover letter, explaining your interest and qualifications for the position, in PDF format, to careers@newforests.com.au.

Phone calls will not be accepted.

New Forests is an Equal Opportunity Employer that values diversity and inclusion. We offer flexible working arrangements to all employees to support their work/life balance. We are also a Certified B Corp.