

The Crane Institute of Sustainability Intentional Endowments Network

Communications & Community Engagement Associate

Job Description

What if capital could transform systems – and you could help tell that story? We're at an inflection point. Over the past decade, IEN has built a strong foundation – now we need someone to help us leverage our new podcast – “*The Future of Finance with Georges Dyer*” – and other media outlets to scale our reach and impact. If you're entrepreneurial, interested in sustainable finance, and want to drive dramatic growth rather than maintain what exists, this role is for you.

The Crane Institute of Sustainability is a 501(c)(3) nonprofit that is home to the Intentional Endowments Network (IEN). IEN is a peer-learning network of 250+ member institutions exploring how systemic factors – like social inequality, the climate crisis, and AI – impact society and the value of investment portfolios. Members include colleges, universities, foundations, NGOs, museums, retirement funds, outsourced CIO firms, asset managers, academics, and other partners. They join the Network to learn from peers, gain access to exclusive resources, and gauge progress with our assessment and benchmarking tools.

We are looking for a Communications & Community Engagement Associate to support the network in advancing progress investing capital to create an equitable, low-carbon, and regenerative economy in order to meet financial return goals and uphold fiduciary duty.

This is your chance to shape narratives, build community, and amplify voices reimagining what institutional investing and our economy could look like.

The Opportunity

You'll have significant creative freedom and ownership over our communications strategy. We're not looking for someone who is just interested in following a playbook– but excited about writing one. The podcast has strong bones, and we need someone to help it reach tens of thousands more listeners and become a go-to resource in sustainable investing.

What You'll Do

Steward Our Podcast - "*The Future of Finance with Georges Dyer*"

- Contribute to creative strategy and bring your fresh ideas to develop authentic, engaging, fun, powerful content
- Edit and produce episodes - hone your skills using software tools with AI capabilities (like Riverside and OpusClips) to easily create high-quality, professional episodes and social media content
- Help to source and steward relationships with podcast guests
- Manage distribution across all platforms
- Handle the technical flow so big ideas can shine
- Track metrics, experiment with formats, and iterate based on what resonates
- Drive growth with the initial goal of increasing downloads, views and subscribers by 10x

Create Content & Amplify Ideas Across Media Platforms

- Transform podcast conversations into compelling social content across LinkedIn, Instagram, Bluesky, YouTube, our blog, and other platforms
- Build additional social media content that matters: visually appealing, intellectually rigorous, drives engagement
- Curate content for the weekly news roundup, articles, and blog posts
- Create original content that makes sustainable investing accessible and exciting—think deep dives, visual storytelling, thought pieces, mini-interviews
- Spot emerging narratives in the space and translate them for our community

Steward and Grow Our Community - like everyone on our team, you'll also:

- Build relationships with current and prospective members
- Work with partner organizations (some of the leading sustainable investing organizations in the world) to amplify our reach, engagement, and impact
- Manage and update our CRM platform, maintain our website, and provide additional general administrative support as needed
- Opportunities to attend 2-4 conferences per year (expenses covered) to learn about the field, steward current and potential members, and build your professional network
- Support the coordination, planning, design, and project management of IEN events, including our in-person Annual Forum, and regular remote programmatic calls on topics including responsible AI, fiduciary duty, systemic investing, and climate justice

Who You Are

You're a tech-savvy, early-career professional who:

- Has a deep interest in topics related to sustainability, sustainable investing, economic justice, climate, equity, and systemic change; and wants to continue building expertise in these areas
- Writes with clarity and punch, and thinks visually and creatively
- Is a digital native with experience in (or ability to quickly learn) podcast editing, social media strategy, design tools (Canva, Adobe, etc.), sustainability communications
- Gets excited about translating complex ideas into accessible narratives
- Has strong organizational skills, attention to detail, and is willing to contribute to a variety of tasks and wear many hats – a team player, willing to pitch in on everything from CRM management and scheduling meetings to revenue growth and strategic planning
- Thinks like a founder – sees a podcast with 500 downloads and immediately has 10 ideas for getting to 5,000. Is energized by building and experimenting, not just executing. Has an entrepreneurial spirit and is flexible and comfortable working in a dynamic, multifaceted environment
- Brings fresh perspectives and isn't afraid to question assumptions

Compensation & Culture

The salary range for this role is \$55,000-\$65,000, commensurate with experience. Benefits include:

- 4-day work week (Mon-Thurs, 9am-5pm ET)
- Remote virtual work environment
- Competitive health benefits and disability insurance, generous vacation and time-off policies, stipends for home office and professional development, and a 403b plan with an employer sponsored contribution.
- Access to a powerhouse network: Connect with institutional investors, endowment leaders, foundations, and changemakers across the country
- Build a portfolio: Develop experience that shows your ability to move hearts and minds

We are a small, collaborative team that fosters a culture of openness, respect, and generosity.

- You'll have the opportunity to work closely with all members of the team, including the Co-Founder and Executive Director, to receive a variety of feedback, support, mentoring and coaching
- As an entrepreneurial organization with strong growth potential, this role could expand in a variety of possible directions based on your skills and interests, and where there are opportunities for revenue generation
- We are team players who support each other as we work together and with a broad range of members and partners to advance positive change for an equitable, low-carbon, and regenerative economy

Position Details & Process for Applying

Start: Early January 2026

Ready to reimagine what capital can do? Send us:

1. Your resume
2. A brief note (250-400 words) about what draws you to this work, highlighting one recent piece of content (article, social post, podcast, video—anything) in the sustainable investing space that moved you and why
3. 1-2 samples of your writing or content creation
4. Bonus points for listening to at least one episode of [The Future of Finance](#) and being ready to share your thoughts, critiques and initial ideas for improvement (required for second-round interviews)

Submit Application, or Any Questions, to: Nicole Torrico at nicole@intentionalendowments.org

When submitting an application, please use the subject line: “Application: Communications & Community Engagement Associate”