



Senior Manager, Digital Communications

May 2026

Classification: Exempt

Status: Regular, Full-time

Reports To: Senior Director, Communications and Marketing

Location: Chicago, IL

About Fourth Presbyterian Church

Fourth Presbyterian Church is a vibrant, inclusive, and service-oriented community in the heart of downtown Chicago. Guided by our Long-Range Plan, we are committed to deepening faith, building connections, fostering community partnerships, and ensuring long-term sustainability through thoughtful leadership and innovation. Through its nonprofit partner Chicago Lights, Fourth Church also provides life-changing community programs including tutoring, social services, and the Chicago Lights Urban Farm.

Position Overview

Fourth Presbyterian Church seeks a strategic, experienced Senior Manager, Digital Communications to lead and evolve our digital presence. This role is part of a newly forming Communications and Marketing team serving both Fourth Presbyterian Church and Chicago Lights. Reporting to the Senior Director of Communications and Marketing, this role is responsible for ensuring high-quality, consistent execution across all digital channels.

The Sr. Manager, Digital Communications brings a solid foundation in managing digital platforms and strategy, guiding content development, and execution—and is energized by the opportunity to build, refine, and scale systems, processes, and storytelling from the ground up. This position owns the planning, development, and performance of all digital communications, including website, email, social media, CRM platforms, and key print publications. This role collaborates across ministries and departments to deliver clear, compelling, and consistent communications.

The Sr. Digital Communications Manager will bring forward ideas, identify opportunities for growth, and partner across teams to create clear, compelling, and consistent communications that deepen engagement with the church's mission and community. This role is ideal for a collaborative "builder" who thrives in a dynamic, mission-driven environment and is energized by the opportunity to create systems, refine workflows, and strengthen engagement through meaningful digital storytelling.

The Senior Manager, Digital Communications provides strategic direction for all digital communications, ensuring alignment with organizational priorities and brand standards.

Schedule

This is a full-time hybrid position working, 40 hours per week, (working in the office three days a week). Work schedule may include evening and weekend hours based on program and communications needs.

Compensation: \$70,000 - \$75,000 annually, based on experience and qualifications

Robust Benefits Package:

- Medical insurance (church pays 85% of employee monthly premium and 75% of eligible dependents)
- Optional dental and vision insurance plans
- Generous 17 days of PTO plus 11 paid holidays
- 403b retirement plan (employer contributions after one year of employment)
- FSA for unreimbursed medical and dependent daycare expenses
- Mass transit and commuter parking benefits
- Life and short-term disability insurance, optional life insurance, and long-term disability plan

Essential Functions

Digital Strategy & Channel Ownership

- Develop and execute a comprehensive digital communications strategy aligned with organizational priorities
- Own and manage an integrated content calendar across digital channels
- Ensure consistent voice, tone, and branding across all platforms
- Identify opportunities to improve engagement and user experience across platforms

Website Leadership

- Oversee Fourth Presbyterian Church website content, ensuring accuracy, clarity, and accessibility
- Write, edit, and optimize content for engagement, SEO, and usability
- Partner on website strategy to shape the structure, content, and user experience of a new or redesigned website

Content Development & Editorial Oversight

- Serve as copy writer and editor for digital and print communications
- Maintain high editorial standards across all content
- Collaborate with staff and creative partners to source content and support storytelling

Email & CRM Communications

- Manage email newsletters and targeted communications

- Oversee CRM platform content for clarity, usability, and engagement
- Improve member-facing digital experiences

Social Media Strategy & Execution

- Develop and implement a cohesive social media strategy across platforms (Facebook, Instagram, LinkedIn, YouTube).
- Work with Communications Coordinator to create and curate content that reflects worship life, programs, and community impact
- Monitor and analyze social media performance across platforms, utilizing Meta Business Suite to provide reports on key engagement metrics, audience growth, and refine approach based on insights
- Ensure content reflects community and mission

Analytics & Continuous Improvement

- Track performance across channels and report on metrics
- Use insights to refine strategies and improve effectiveness

Team Leadership & Collaboration

- Manage directions for day-to-day execution in partnership with the Communications Coordinator
- Collaborate across departments and stakeholders
- Contribute to building a high-performing communications team

Qualifications

- Bachelor's degree in communications, marketing, journalism is preferred or related field
- A minimum of 5 years of relevant experience in digital communications or content strategy
- Strong writing, editing, and storytelling skills
- Experience managing websites, email platforms, and social media
- Ability to manage multiple priorities in a fast-paced environment

Core Competencies

- Strategic thinking and execution
- Project and content management
- Collaboration and stakeholder alignment
- Analytical thinking and adaptability
- Strong editorial judgment

Physical Requirement and Work Environment

The physical demands and work environment described here are representative of those an employee encounters while performing essential functions of this job. Must be able to participate

in online virtual communications including email, video conferencing, and other online tools used to facilitate virtual office culture and work sharing.

- Prolonged periods of sitting and computer work
- Ability to lift 15–25 pounds
- Use of standard office equipment
- Smoke and drug (illegal or recreational) free environment.
- Fourth Church/Chicago Light aims for accessibility in any off-site location in its control, but some of them may not be fully accessible.

EEO Statement

Fourth Presbyterian Church and Chicago Lights are committed to equal employment opportunity for all qualified persons, without regard to race, color, citizenship status, national origin, ancestry, sex, sexual orientation, gender identity and/or expression, age, creed, physical or mental disability, marital status or familial status, veteran status, military status, source of income, political affiliation, or any other factor protected by law. Fourth Church and Chicago Lights seek to build and retain a diverse staff and is committed to fostering an equitable and inclusive workplace where everyone is treated as a respected and valued member of the team.

Fourth Church and Chicago Lights are committed to elevating the voices of individuals of all backgrounds, including but not limited to women and people of color, Native people, immigrants and refugees, low-income people, LGBTQ+, and transgender, gender non-conforming, and non-binary people, people with disabilities, and accordingly encourage qualified individuals from all communities to apply.