Job Announcement

POSITION TITLE: Communication Director
APPLICATION PERIOD: Open until filled
PREFERRED START DATE: January 2023

ABOUT SUSTAINABLE NORTHWEST
Sustainable Northwest is a conservation and community-focused nonprofit organization. Our work brings entrepreneurial solutions to natural resources challenges to keep lands healthy and provide economic and community benefits. We believe a healthy economy, environment, and community are indivisible, and that all are strengthened by wise partnerships, policies, and investments. Founded in 1994, our work focuses on forests; ranches; clean energy; water; and green markets. Through this spectrum of work, we help to ensure both rural communities and urban centers have healthy landscapes, resilient economies, and engaged communities.

POSITION DETAILS
LOCATION: Portland
REPORTS TO: SNW President
EMPLOYMENT STATUS: Full-Time Exempt, 35-hour work week
SALARY: $85,000-$100,000
BENEFITS: Sustainable Northwest offers a generous benefits package supporting employee wellness and offer medical, dental, vision, life and long-term disability insurance; ample paid time off, sick time, and 11 federal holidays; flexible daily and weekly work schedules; 403(b) retirement plan with employer contributions; cell phone reimbursement; transit and bicycle benefits; pre-tax spending plan for medical and/or dependent care; support for professional training.

The Communication Director will provide direction for the organization and lead the communication team to develop and implement communication strategies that align with SNW’s overall mission and goals. They will coordinate with programs to implement effective communications, media and engagement strategies to fulfill diverse organizational goals. They will work closely with leadership to co-create compelling and comprehensive communication strategies, plans, and collateral for donors and program partners. The Director will also collaborate closely with executive management and the development team to support development goals and provide consistent quality and effective messaging in fundraising and donor engagement.

KEY RESPONSIBILITIES
• Develop and lead a comprehensive organizational communication strategy and track engagement across various platforms to make data-driven decisions.
• Lead the communication team to create and implement strategic communication workplans, including targeted goals and metrics to ensure compliance and consistently improve organizational effectiveness.
• Create and manage budgets for the communication team and ensure compliance.
• Manage media relations and develop contacts with media members, influencers, and community leaders.
• Prepare and manage all organization-wide print and media-based communication material and maintain brand integrity across the organization.
• Develop and manage standardized tools and procedures for organizational collateral and program event communication needs: branding, campaigns, formatting, etc.
• Manage presence at organizational events
• Lead the creation of organization-wide digital, video, audio, and print content in coordination with program staff.
• Collaborate closely with the development team on strategic organizational priorities and donor engagement.
• Coordinate with the development team to provide collateral, campaign coordination, and key messaging.
• Support Salesforce platform, the organization’s customer relationship management software, with development team to reach organizational communities.
• Other responsibilities as requested or required.

REQUIRED QUALIFICATIONS
• Bachelor’s degree in communication, marketing or a related discipline
• 7-10 years of communication, marketing or public relations experience
• Strong leadership track record
• Experience managing creative projects and digital content
• Experience with graphic design, web design, and publishing
• Expertise with social media platforms and digital marketing
• Impeccable copywriting and copy editing abilities
• Excellent verbal communication and presentation skills
• Proficiency with Microsoft Office, Google Workspace, Salesforce, and Adobe Creative Cloud

PREFERRED QUALIFICATIONS
• Established media relations and significant background in public relations
• Experience in unrestricted fundraising from individuals and corporations

PLEASE NOTE
The skills and experience listed above are what we believe is necessary to succeed in this position. However, we encourage all interested applicants to apply and underscore applicable skills unique to you in your cover letter.

Sustainable Northwest is an equal opportunity employer. We encourage applications from candidates with diverse backgrounds and individuals from historically underrepresented groups, whose experience will strengthen our organization. We do not discriminate on the basis of an applicant or employee’s race or ethnicity, national origin; gender, gender identity or sexual orientation; religion or creed; age, ability, or other legally protected status. We offer reimbursement for reasonable and necessary travel expenses incurred during the final in-person interview.
TO APPLY
Send an email with ‘Communication Director’ in the subject line. Email cover letter and resume to Hannah Meganck at hmeganck@sustainablenorthwest.org. Incomplete submissions will not be considered. No phone calls or email inquiries, please. Position will remain open until filled. Interview questions will be provided in advance. References will be requested of finalist candidates.