



Posted: October 29, 2021

## Job Announcement: Communications Director

### Position Summary:

We are seeking a skilled, experienced and organized professional to lead our Communications Department, managing 2+ staff as well as web, video, photo and design contractors. This senior level position is part of our Directors leadership team, coordinating closely with our Conservation Program Leads and staff, external colleagues, and not infrequently with our Board of Directors.

As our communications lead, this position works directly with reporters, bloggers and editors, both as an on-the-record spokesperson and as a coordinator pitching stories and connecting media with our conservation staff and scientists. The Communications Director also works with their staff and conservation program staff to plan, generate and publish internal (owned) communications content, ranging from blogs, statements and work updates to WILD NW Action Alerts, our monthly Conservation Connection E-Newsletter, short videos, and more.

Additionally, this position coordinates with our Development & Operations team to highlight fundraising and membership opportunities, workshop appeal and major donor messaging, and support interdepartmental events and content, including our annual auction, mailers, print newsletters and annual reports. Also coordinates frequently with the Information Technology Manager regarding web security, administration, hosting and database needs.

**One of the larger regional conservation non-profits in the nation, and a leading voice for wildlife and wildlands, Conservation Northwest is an innovative, effective group with an impressive track record and a variety of compelling programs in Washington state and southern British Columbia. The Communications Director opening is a unique opportunity to serve as a prominent voice on regional conservation issues, while managing a team and interfacing with our scientists working on-the-ground to keep the Northwest wild.**

**Location:** Seattle (Queen Anne). Two to three days in-office required per week. Some flexibility available. All reasonable support will be provided for successful remote work.

### Background:

A regional non-profit organization, **Conservation Northwest** has a 32-year track record of success protecting, connecting and restoring wildlands and wildlife from the Washington Coast to the British Columbia Rockies. **Our M.O. is simple: connect the big landscapes, restore the most vulnerable wildlife, and protect our natural heritage for future generations.** Our approximately 22 staffers and half a dozen regular contractors represent nearly 4,000 dues-paying members in Washington, British Columbia and beyond. Our conservation community also includes more than eighteen thousand activists, supporters and online followers.

***Conservation Northwest is an equal opportunity employer committed to creating an inclusive workplace that represents the diversity in our communities. Veterans and people with diverse***

#### **Web and email**

conservationnw.org  
facebook.com/ConservationNW  
info@conservationnw.org

#### **Seattle headquarters**

1829 10th Ave W, Suite B  
Seattle, WA 98119  
206.675.9747  
206.675.1007 (fax)



**social, racial and ethnic backgrounds are encouraged to apply. All qualified applicants will be considered for employment without preference given to race, color, religion, sex, sexual orientation, gender identity, social background, or disability status.**

We recognize that conservation must go hand-in-hand with healthy, prosperous communities. We're restoring wildlands and wildlife by working with diverse stakeholders. Through dialogue, we find common ground and collaborative solutions for challenging issues including habitat corridors, wilderness conservation, forest restoration and endangered species recovery across our region. For more, visit [conservation.org/about-us](http://conservation.org/about-us) and [conservationnw.org/our-work](http://conservationnw.org/our-work)

### **Desired Qualifications**

- 6+ years' relevant experience, including strategic communications, public affairs, marketing, media writing and editing, social media strategy, or working directly with reporters and press.
- Experience successfully managing staff and contractors, and working across teams/departments to develop and meet shared goals, often related to complex issues.
- Familiarity with communications channels and technology platforms, such as email marketing (Campaign Monitor, Mail Chimp, or similar), CRM (SalesForce), website administration (WordPress) and online advocacy tools (Phone 2 Action, Voter Voice, Salsa or similar).
- Excellent writing and verbal communications skills. Experience with AP Writing Style preferred.
- Comfort with occasional public speaking, presentations and meeting participation, both in-person and online.
- Must be able to maintain working relationships with socially and politically diverse colleagues.

### **Hours and Compensation**

Employment Type: Full-time, exempt. Some regional travel (including field visits), night and weekend work required. Cell phone and home internet stipend. Travel expenses will be covered or reimbursed. Company vehicle available.

Compensation: \$66,000 to \$78,000 annually depending on experience. Benefits include medical / dental / vision insurance, Simple IRA, and a generous starting package of three weeks paid vacation.

### **To Apply:**

Please send resume and one-page cover letter to Mitch Friedman, Executive Director, at [mitch@conservationnw.org](mailto:mitch@conservationnw.org). No phone calls. **Applications received by 11/12 will be given priority.**

Candidates granted an interview will be expected to provide at least two quality writing or work samples, and at least two professional references.

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