



Position description: Communications Manager

Location: 511 SE Morrison, Portland, OR

Status: Full-time, Exempt

Compensation: \$50-\$60k, depending on experience. COLT provides a competitive benefits package with paid time off, a retirement plan with employer matching program, and health, vision and dental coverage.

Reports to: Executive Director

Position Summary

The Coalition of Oregon Land Trusts (COLT) is excited to bring on a Communications Manager to unite Oregonians around common values and connect more people to the natural world. This position manages COLT's communications channels including email, printed publications, website and social media. The role provides broad exposure across COLT's programs including fundraising and policy, and will carry forward our major statewide "community connections" initiative to connect with new audiences and engage more Oregonians in our work. As a valued staff of our statewide coalition, this role provides experience in all aspects of a small nonprofit organization and facilitates connections with a passionate community of conservation professionals.

About COLT: The mission of COLT is to serve and strengthen the land trust community in Oregon. We support and unite 29 organizations that protect Oregon's special places. COLT does not own or steward land, but we help our members do what they do best – protect wildlife and wild places, defend working farms and forests, provide parks and places to recreate, champion clean water for all, drive climate solutions and engage communities. COLT's work is guided by a [strategic plan](#) that aims to 1) Advocate on behalf of land trusts 2) Support a thriving land trust community in Oregon and 3) Strengthen COLT. Guided by our strategic plan, we build connections and advance policies that help protect our natural world – our water, wildlife and open space – for all people, forever.

Essential Duties and Responsibilities

- Set and manage communications strategy and plans; this includes an annual strategic communications roadmap, messaging, social media strategy, annual internal activities calendar and regular reporting
- Oversee COLT's statewide "community connections" major initiative, collaborating with member organizations and securing partnerships beyond the conservation community
- Oversee, populate and grow social media for COLT, including tracking and reporting on digital metrics
- Design and distribute COLT emails; coordinate with Program Manager for bi-weekly Digest News
- Manage website; develop and deploy regular web content, including blogs and stories
- Design and manage printed products (flagship annual State of the Lands report, event postcards, summer tour flyers, merchandise, and more)
- Oversee development of new content (video, graphic design and press releases etc.) to support COLT's communications needs

- Support program communication, outreach needs and messaging
- Maintain outreach and support to COLT's cohort of communication staff across our membership
- Support COLT's Executive Director in policy and outreach needs
- Oversee and manage communications contractors and deliverables (earned media, website maintenance and special projects)
- Support COLT's fundraising and donor cultivation/retention efforts through targeted donor communications; work closely with the Executive Director and COLT's development committee
- Support events, training and webinars for members, staff, board and COLT programs
- Participation in internal Diversity, Equity, Inclusion and Justice (DEIJ) learning program

Winning behaviors, competencies, and skills

COLT seeks a highly organized and experienced manager with excellent communication skills, a vision for bolstering community connections and an interest in innovation and collaboration. The ideal candidate will be motivated by a diverse portfolio of work and will be a details-driven team player. **We are looking someone with strong communication, fundraising, project management and time management skills.**

Experience:

- 5-7 years of relevant work experience and proven success in communications
- Strong experience in social media and growing audience and engagement
- Demonstrated project management and ability to manage multiple tasks at once
- Strong written and verbal communications skills; meeting facilitation skills a plus
- Fundraising experience, including grant writing and reporting, as well as donor relationship management
- Strong customer service skills and the ability to connect and serve a diversity of people
- An interest and passion for land conservation in Oregon
- Experience with graphic design and publication software, preferably Adobe Creative Suite
- Experience with WordPress, MailChimp and Little Green Light
- Familiarity and experience working with nonprofits a plus

Core work hours/environment

Core workdays are Monday through Friday 8:30-5pm with occasional evening meetings. This job is primarily a desk job, but will include regular out-of-office meetings with community partners and occasional overnight travel throughout Oregon. We recognize the importance of work-life balance for the health and happiness of our employees. Currently, work is remote and from home. As health and safety improves through this pandemic, we anticipate moving back to working in an office environment in Portland, Oregon.

About our culture and team

We are a small and nimble team that makes space for different learning styles, values diversity and supports ongoing team-building. COLT's goal is to nurture an inspiring organization by supporting the growth, well-being and inclusivity of all staff.

COLT works to promote diversity within the land trust community and foster an equitable, just and inclusive statewide coalition. Internally, we are embarking on a new DEIJ journey which

includes learning, developing shared definitions of diversity, equity, justice and inclusion and creating a culture that is welcoming to all.

COLT is committed to creating an inclusive environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status. We welcome diverse backgrounds, perspectives and voices. We are an equal opportunity employer and do not discriminate.

ADA Statement

This job requires sitting at a desk and talking on the phone. There are occasional outdoor meetings, tours and field trips that will require walking and standing. This job requires transporting supplies, meeting materials and boxes. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

If you have any questions about this opportunity, please email COLT's Program Manager, Torey Mill, at torey@oregonlandtrusts.org

To apply, please send a cover letter and resume as a single pdf to info@oregonlandtrusts.org. We will begin reviewing applications March 8th.