Title: Communications and Engagement Manager  
Location: Seattle, WA  
Reports To: Development Director

Washington Wild protects and restores wild lands and waters in Washington State through advocacy, education, and civic engagement.

The Opportunity
The Communications and Engagement Manager implements targeted communications, including print, web and social media, to foster community, advocacy, and financial support for Washington Wild. Through increased communications and engagement, Washington Wild builds both its political strength and financial health. The Communications and Engagement Manager also develops and leads the organization’s volunteer program, providing individuals with meaningful opportunities to contribute time and energy to the mission of Washington Wild. This position reports to the Development Director.

Key Job Responsibilities

Communications – 60%
- Work with the Development Director to create consistent outward-facing messages for Washington Wild programs and promote its work through the website, social media, outreach materials, and other platforms.
- Manage and serve as principal staff for the development, distribution, and maintenance of digital and print communications including, but not limited to, newsletters, email newsletters, outreach materials, website and social media.
- Review and enhance outgoing communications and fundraising appeals with info graphics, photos and maintaining brand guidelines
- Run bi-weekly communications meetings with key staff
- Manage organization communication calendar
- Develop conservation content and regular updates for the website, print and email newsletters.
- Draft, manage and monitor conservation action alerts.

Engagement Program – 30%
- Develop strategies to inspire donors, activists and supporters to attend program or fundraising events, respond to action alerts, and participate in civic engagement.
- Utilize database and additional resources to establish metrics to assess and evaluate outcomes for events including revenue, contacts, relationship cultivation and conservation impact.
- Recommend, design, and implement changes to improve activist, supporter and donor engagement.
- Work with conservation and other staff to develop program-centered activities and events to expand Washington Wild’s donor, activist and supporter base.
Washington Wild
Job Announcement, August 2020

• Opportunity to serve as staff representative on the Diversity Equity and Inclusion Committee and work to guide the organization’s journey in this area.
• Provide support for conservation priorities and programs as needed.

Volunteer Management – 10%
• Recruit and train volunteers and design ongoing learning opportunities that are engaging, educational and foster a sense of community.
• Coordinate with staff to maintain a volunteer calendar of organizational needs and coordinate volunteers to fill those needs.
• Provide all volunteers with an orientation of our mission, best practices on public education, and the importance of their role.
• Institute ongoing creative recruitment of new volunteers.
• Develop and modify volunteer positions to respond to emerging needs.
• Develop and support leadership roles for volunteers.

Knowledge, Skills and Abilities
Washington Wild recognizes the full range of a person’s lived and learned experience, professional background, volunteer experience, and direct and transferable skills. The Communications and Engagement Manager should present a compelling combination of demonstrated experience and skills in the following areas:

• A passion for wilderness conservation, public lands and the environmental issues that inform Washington Wild’s work;
• Experience with social media, media outreach and databases;
• Functional knowledge of social networking, blog, design and web interfaces;
• Strong writing, editing, presentation, verbal, and analytic skills;
• Experience and knowledge of social media communications;
• Ability to work on multiple tasks simultaneously as needed;
• Well-organized, thorough and attentive to detail; and
• Proficiency Word, Excel, PowerPoint, publisher, outlook and databases

This job requires extensive computer work. Candidate must be able to drive and to carry heavy loads up to 50 pounds. At times, evening and weekend work will be required.

Who is Washington Wild
Washington Wild strives to be inclusive in the work that we do and in the kind of organization we are. We value different points of view and recognize the contributions of every employee. Externally, this means ensuring that public lands are inclusive and welcoming, so that our shared wildlands can help people and nature to thrive. We are committed to equity throughout our work, which we define as our commitment to realizing the promise of our public lands and ensuring that all can share in their universal benefits.

Compensation
Starting annual salary range of $38,000 to $43,000. This is a full-time, exempt position. Benefits include monthly medical stipend, opportunity to join our retirement savings program with a 3% match, and vacation, holiday, and sick time off. Washington Wild offers a flexible work schedule.
To Apply
Send cover letter and resume in a single Word or PDF document to evan@wawild.org. The position is open until filled with a priority deadline of Friday August 28, 2020.

If you are an individual with a disability in need of assistance at any time during our recruitment process, please contact us at 206-633-1992.