



Full-Time Communications Manager – Cascade Forest Conservancy

Term: Full-time

Hours: 40 hours a week, occasional weekend/evening meetings and events

Compensation: \$43,000 to \$47,000 (commensurate with experience), with generous benefits including medical & dental insurance, matching 401k plan, generous paid time off, and flexible hours and work environment.

Location: Portland, OR – 4506 SE Belmont St. #230A, Portland, OR 97215 with periodic attendance at a satellite office in Vancouver, WA, field work, and remote meetings.

Job Summary: The Cascade Forest Conservancy (CFC) is a nonprofit organization that strives to protect and sustain forests, streams, wildlife, and communities in the heart of the Cascades through conservation, education, and advocacy. We are in search of a full-time Communications Manager to lead the design and implementation of strategic communications and outreach efforts to educate and promote engagement with donors/supporters, increase awareness of CFC's impact in the Cascades, and solidify CFC's brand. The Manager will report directly to the Executive Director and will work with all CFC staff as necessary.

Duties / Responsibilities:

- Produce engaging materials, messaging and content in print and digital media to tell CFC's story, celebrate current programs, educate the local community, and promote campaigns, projects, and events
- Facilitate the delivery of the organization's message and programs for coverage in earned media
- Create and distribute CFC's newsletter, broad fundraising asks, and other appeal emails
- Expand organizational presence, engagement and support online through Facebook, Instagram, and other social media platforms
- Perform an audit of current communications and provide a recommendation regarding future steps through a marketing and outreach plan
- Plan and implement advertising communications as necessary
- Create infographics and easily digestible materials to convey complex information
- Distill complex grants and/or scientific reports into easily communicated and compelling messaging over a variety of platforms
- Manage donor/member gifts, and promotional and branded items
- Act as a brand steward, upholding brand standards and consistency in all projects and publications
- Expand upon messaging with our brand for broader awareness
- Manage community engagement efforts with special focus on diversifying audiences and relationship building
- Strategically build support in geographic and programmatic areas of focus to reinforce and promote advocacy efforts, campaigns and projects
- Maintain and improve website content and functionality, working closely with our marketing partner
- Create, update and expand outreach and fundraising materials across platforms
- Contribute to the messaging, planning and implementation of fundraising and outreach events
- Develop avenues to engage with volunteers for trips and other activities as they arise

Job Qualifications:

- 2 years communications and marketing experience, including website maintenance, social media campaigns, SEO knowledge, and experience developing marketing materials
- Bachelor's degree, preferably in marketing, media or communications
- Familiarity with and passion for CFC's mission
- Proficiency with Microsoft Office, Google platforms, WordPress (HTML coding a plus), and Adobe Creative Suite (or comparable alternative)
- Strong knowledge of social media tools and strategies
- Self-motivated and confident
- Strong interpersonal, written and oral communication skills
- Detail oriented and efficient
- Sense of humor, socially confident, enthusiasm for outreach, fundraising and communications
- Ability to work efficiently as a part of a team in a small office

The Cascade Forest Conservancy is an Equal Opportunity Employer

CFC is committed to supporting a diverse workplace. We recognize that each employee brings their own unique characteristics, capabilities, and experiences to their work. We value such diversity at all levels in the organization, and we encourage applicants from all cultures, races, colors, gender identities, sexual orientations, ages, and religions, as well as veterans and those experiencing disabilities.

Application deadline: Please provide one PDF file including a resume, cover letter, and a work sample of your writing style which includes a visual component to admin@cascadeforest.org by October 23, 2019. Please put your name and the job title in the subject line and on the PDF file.