



COMMUNICATIONS MANAGER
POSITION ANNOUNCEMENT

Job Title: Communications Manager

Supervisor: Communications Director

Compensation: \$48,280 to \$56,800 (depending on experience); generous benefits include fully paid health & dental insurance, a Simple IRA retirement plan, 24 days of personal leave per year, 17 days of holiday leave per year, 12 days of sick leave per year, and flexibility in work schedules

Classification: Full time; exempt

Work Location: Statewide, meaning this position can work remotely from locations within Montana.

About Wild Montana:

Wild Montana unites and mobilizes communities to keep Montana wild. With tenacity, innovation, and a sense of purpose, we work across the state and beyond to secure a future where people and wildlife flourish because public lands and waters are wild and connected, a future where all communities can enjoy the quality of life these lands and waters provide.

Summary of Position:

The communications manager will be part of a team at Wild Montana that develops and implements communications support for the organization and its programs, campaigns, events, and projects.

The communications manager will help plan, gather, write, and edit content for Wild Montana's print and electronic media assets, including its website, eblasts, newsletters, annual report, and social media channels. This position will help ensure that Wild Montana maintains a high editorial quality and consistency in messaging across its many communications platforms.

Major Duties and Responsibilities

- Join staff in strategizing, planning, developing, and implementing communications that build public support for the organization and its campaigns, programs, and projects
- Oversee and provide communications support for select campaigns and programs. Work includes digital media, earned media, paid media, media outreach, updating web pages, and any other communications related to the campaigns and program, as well as participating in relevant planning meetings.
- Manage blog(s), which includes writing, editing, and gathering content for the blog, identifying and maintaining a stable of contributors, and creating an editorial calendar in support of raising the profile of the organization
- Oversee the editorial process for certain publications, including writing content, recruiting and editing contributions from staff and supporters, and collaborating with the creative services manager on layout
- Edit and, when needed, create content for chapter communications
- Edit, proofread, and, when needed, write organizational emails
- Serve as copywriter and editor for fundraising collateral and work with staff on campaigns to boost membership
- Assist in writing and editing content for newsletters and reports
- Conduct other communications tasks as assigned
- Assist communications team in writing, editing, and proofreading content for all Wild Montana and campaign-related content whenever needed

Qualifications

Note: These qualifications and requirements are guidelines, not hard and fast rules, so if you have 75% of the requirements listed we encourage you to apply. Applying gives you the opportunity to be considered.

- Proven ability to perform the major duties and responsibilities above.
- Experience in communications, journalism, or related field is beneficial
- Excellent writing and editing skills, which must be demonstrated
- Strong verbal and visual communication skills
- Ability and desire to be innovative and creative
- Ability to develop and manage complex communication projects
- Working knowledge of equipment and software and common procedures used to produce and distribute mass communication products
- Ability to organize workload and determine priority of duties
- Ability to work independently
- General website content management system knowledge desirable, but not mandatory
- Experience with video production, graphic design, or photography desirable, but not mandatory
- Familiarity with and commitment to public land protection in Montana
- Commitment to diversity, equity, inclusion and justice

Requirements

- Ability and willingness to travel when needed
- Ability and willingness to work occasional nights and weekends
- Valid United States driver's license

Hiring Timeline

Applications will be accepted through March 3, 2022, or until the position is filled. Interviews will be held in March with the goal of job placement in April 2022.

How to apply

Email a resume and cover letter to Wild Montana's operations director, Laura Parr, at lparr@wildmontana.org. Please include "communications manager" in the subject line of the email. Cover letters should describe pertinent professional and personal experiences, including volunteer work that resembles the duties of this position.

Wild Montana is an equal opportunity employer committed to diversity, equity, inclusion, and justice. We work to ensure against discrimination in employment, recruitment, compensation, promotions, and other conditions of employment against any employee or job applicant based on identity, including but not limited to: race, ethnicity, sexual orientation, gender, gender identity, genetic information, parental status, marital status, national origin, age, pregnancy, religion, disability and/or veteran's status. Applicants of all identities are encouraged to apply.