



Title: Director of Communications & Engagement
Reports To: President
Supervises: Marketing & Communications Manager, Environmental Education Manager,
Special Events & Site Rental Manager, Nature Interpreter

POSITION SUMMARY

The Director of Communications and Engagement is a strategic position that ensures external communications are robust, timely, and on brand, that programs are mission focused and community needed, and that events are executed flawlessly; The Director encourages cohesiveness between departments for programs, events, and marketing; Responsible for internal and external communications; Acts as liaison to volunteer Advocacy Team; Maintains Conservation Foundation's credibility and positive image; Builds relationships with all constituencies - members, donors, media, other not-for- profits, and the communities in which we serve.

DUTIES AND RESPONSIBILITIES:

- Strategize with President on annual communication, marketing, and program initiatives ensuring alignment with organization's mission, vision, values, and strategic plan.
- Ensure that comprehensive communications and engagement strategies are on plan and executed efficiently and effectively.
- Oversee the execution of all outward facing communications and programs, quantitatively and qualitatively evaluate their effectiveness.
- Manage direct reports, ensuring their annual work plans and goals are in line with organizational strategic goals, evaluate their performance, and report to President key performance indicators.
- Speak regularly to the public and press, serve as an ambassador on behalf of the organization when attending Conservation Foundation events, presenting to public groups, and representing Conservation Foundation in the community.
- Create and implement volunteer program: including processes for recruitment, screening, orientation, recognition, and retention.

KNOWLEDGE, SKILLS AND ABILITIES:

- Four-year college degree and a minimum of three years of successful, related professional experience.
- Excellent interpersonal skills, especially communication and listening skills coupled with outstanding communications skills, both written and oral.
- Strong facilitation and collaborative skills.
- Proven mastery of Office applications including Word, Outlook, Excel, PowerPoint
- Excellent organizational, budgeting, scheduling and problem-solving skills.

- Willing to cooperate in a team environment for the betterment of the organization.
- Physical ability to travel to remote and undeveloped property, hike and wade through a variety of environmental conditions, be outdoors for considerable periods, potentially interact with wildlife.
- Comfort with water-based activities such as kayaking and boating.
- Valid driver's license and proof of insurance.
- Willingness to work a flexible schedule.